

Athletics NSW Code of Conduct

Purpose

This policy affirms Athletics NSW's belief in responsible social and ethical behaviour and clarifies the standards of behaviour that Athletics NSW expects of its directors, employees, technical officials, and volunteers.

Principles

Our directors, employees, technical officials, and volunteers contribute to the success of our organisation and that of our stakeholders, customers, sport and sponsors. Athletics NSW fully endorses that all directors, employees, technical officials and volunteers are not deprived of their basic human rights.

Directors, employees, technical officials, and volunteers are ambassadors of Athletics NSW and should behave in a professional manner at all times, especially when representing Athletics NSW in an official capacity including at championships, meets and events (including those conducted by Athletics NSW, member associations, Little Athletics NSW and Athletics Australia), in the workplace, and at meetings.

Furthermore, our directors, employees, technical officials, and volunteers have an obligation to Athletics NSW, our stakeholders, our sport, our sponsors, our customers and themselves to observe high standards of integrity and fair dealing. Unlawful and unethical business practices undermine member, employee, leadership, organisational, and public trust.

Policy

Our Code of Conduct policy applies to all directors, employees, technical officials, and volunteers. The Code of Conduct does not replace legislation and if any part of it is in conflict, then legislation takes precedence. Directors, employees, technical officials, and volunteers are required at all times to:

- Act and maintain a high standard of integrity and professionalism and be responsible and accountable for their conduct;
- Treat all persons with fairness, respect and courtesy and have proper regard for their dignity, safety, rights and obligations;
- Ensure they do not behave inappropriately or offensively either in person or via an alternative communication channel. Inappropriate or offensive behaviour may include, but is not limited to: drunkenness, offensive language, illegal conduct, angry outbursts, unwelcome and/or inappropriate touching (including hugging and kissing);
- Always place the safety and welfare of children or incapacitated persons above other considerations;
- Perform duties with skill, honesty, care, and diligence;
- Be responsible and scrupulous in the proper use of Athletics NSW funds, equipment, facilities, communications, and information, including personal information held by, or belonging to Athletics NSW;
- Abide by the Athletics NSW constitution, by laws and all policies, procedures, and lawful directions, including this Code of Conduct;
- Operate within the rules and spirit of the sport;

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- Abide by all Athletics Australia, IAAF, National and International Olympic Committees, and Paralympic Committees constitutions, rules, and policies.
- Comply with all relevant Australian laws (federal and state), including but not limited to anti-discrimination, bullying, and harassment, and child protection laws;
- Be considerate and respectful of the environment;
- Avoid conflict of interests (perceived or actual), promptly disclosing to the Athletics NSW Chief Executive Officer or Chairperson any interest which may constitute a conflict of interest (perceived or actual);
- Promote the interests of athletics and Athletics NSW and not do anything to bring Athletics NSW or the sport of athletics into disrepute;
- Avoid the perception that any business transaction, decision by a Technical Official, or appointment or selection to a role may be influenced by offering or accepting gifts. Under no circumstances may directors, employees, technical officials, or volunteers offer or accept any form of bribe.

Breach of Code of Conduct

Any complaint regarding a breach of this Code of Conduct should be addressed to the Chief Executive Officer or one of the Member Protection Officers, and will be handled in accordance with Athletics NSW's complaints handling procedures.

Any director, employee, official, member, or volunteer who in good faith, raises a complaint or discloses an alleged breach of this Code of Conduct, whilst following correct reporting procedures, will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner. A person who has made a complaint deemed to be frivolous, fictitious or vexatious may be considered to have breached this Code of Conduct.

Athletics NSW expects co-operation from all directors, employees, technical officials and volunteers in conducting themselves in a professional, ethical and socially acceptable manner of the highest standards.

Any director, employee, technical official, or volunteer in breach of this policy may be subject to disciplinary action, including termination. Criminal conduct may be reported to the police or relevant authority. The principles of natural justice will be observed when making decisions on breaches of the Code of Conduct and in deciding any penalties for such breaches. Any penalties that are imposed are to be appropriate to the seriousness of the breach.

Should a director, employee, technical official, or volunteer have doubts about any aspect of the Code of Conduct, they must seek clarification from the Chief Executive Officer or the Chairperson of Athletics NSW.

This policy will be regularly reviewed by Athletics NSW and any necessary changes will be implemented by the Chief Executive Officer.

Peter Higgins
Chairman
Athletics NSW

Duncan Tweed
Chief Executive Officer
Athletics NSW