

## **Paralympics Australia Codes of Conduct**

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Paralympics Australia has created the following set of Codes of Conduct to guide and protect the health, safety and well-being of its staff, volunteers, athletes and the individuals and organisations with which it deals.

The Codes of Conduct are designed to encourage organisations and individuals associated with Paralympics Australia to conduct themselves in away which Paralympics Australia considers is appropriate to provide a safe, fair and inclusive environment for everyone involved in our organisation and in Para-sport.

Our Codes of Conduct are underpinned by the following core values:

- To act within the rules and spirit of Para-sport
- To display respect and courtesy towards everyone involved in Para-sport and prevent discrimination and harassment.
- To prioritise the safety and well-being of children and young people involved in Para-sport.
- To encourage and support opportunities for participation in all aspects of Para-sport.

Any person covered under the scope of these Codes of Conduct is also bound by Paralympics Australia's People Protection Policy (including the complaint resolution and disciplinary processes) located at <https://www.paralympic.org.au/about-us/policies-resources/>

The Codes of Conduct are contained in:

Attachment 1: Paralympics Australia Team Staff code of Conduct

Attachment 2: Paralympics Australia Athlete Code of Conduct

Attachment 3: Paralympics Australia Staff Code of Conduct

Attachment 4 Paralympics Australia Board Code of Conduct

## **Attachment 1**

### **Paralympics Australia Games Team Staff Code of Conduct.**

All Australian Paralympic Team Staff Members agree to abide by the Code of Conduct set out below.

My agreement to the Code of Conduct relates to my behaviour in the sporting environment and more generally when I am representing the APC or in any way identifiable as an Australian Paralympic Team Staff Member.

I acknowledge that the athletes are the focus of Paralympics Australia's programs and that my involvement in the {insert year} Australian Paralympic Team is directed towards assisting them to achieve their highest possible level of performance.

I agree to act in a manner that will not bring myself, my sport, or Paralympics Australia into disrepute. My actions will always consider the Following:

#### **Respect for others**

I will respect the rights, dignity and worth of every person I encounter through the {insert year and city} Paralympic Games, regardless of their gender, ability, cultural background or religion. I will:

- Treat people with courtesy, respect and regard for their rights and obligations
- Show respect for the physical and emotional wellbeing of others
- Show respect for other peoples' possessions
- Assist in providing an environment that is free from harassment. (Harassment consists of offensive, abusive, belittling or threatening behaviour directed at a person or people. It is behaviour that is unwelcome and that could reasonably be expected to upset the person or people at whom it is directed)
- Refrain from initiating a sexual relationship with any athlete in my program and also discourage any attempt by an athlete to initiate a sexual relationship with me, explaining to them the ethical basis of my refusal.
- Assist in providing an environment that is free from discrimination. (Discrimination is the unfavourable treatment of a person or people based on prejudice, especially regarding race, religion, gender, age, or sexual preference)
- Work constructively with other team staff members in my sport as part of a support team for the athletes.
- Assist in providing a safe environment for training and competition by assisting to ensure that equipment and facilities meet safety standards and are appropriate for the athletes.
- Show concern and caution towards sick and injured athletes by assisting to provide a modified training program where appropriate, allowing further participation in training and competition only when appropriate, encouraging athletes to seek medical advice if required and maintaining the same interest and support towards sick and injured athletes as towards all other athletes in the program.

- Respect the laws and customs of the places I visit as a Paralympics Australia representative.

### **Respect for myself**

I know that respect for others starts with respect for myself. I will:

- Work towards the attainment of my potential in my role within the {insert year} Australian Paralympic Team and undertake all duties to the best of my ability.
- Be punctual and reliable
- Maintain personal habits of health conducive to sporting excellence
- Behave and dress in a dignified manner when representing Paralympics Australia both in and out of competition.
- Be a positive role model for my sport and athletes.

### **Respect for Paralympics Australia**

I recognise that Paralympics Australia has established and manages the {insert year} Australian Paralympic Team and so plays a significant role in supporting the elite side of my sport. I will:

- Uphold the standing and reputation of Paralympics Australia within Australia and overseas.
- Publicly acknowledge the support of Paralympics Australia when it is appropriate to do so.
- Wear the official Paralympics Australia uniform designed for my sport when in competition and other official functions.
- Co-operation with Paralympics Australia in establishing and conducting a team culture conducive to excellent performance.
- Comply with the disciplinary and grievance procedures of Paralympics Australia.

Paralympics Australia includes, as well as the organisation, the full-time staff, appointed or elected officials and volunteers, the State Paralympic Committees and their fulltime staff, appointed or elected officials and volunteers.

### **Respect for the rules and traditions of my sport**

I understand that my conduct affects my performance and that of my fellow staff members and the athletes and that it may also reflect on my sport. I will:

- Comply with the program requirements of my sport as laid down by the head coach and accept and respond in a positive manner to feedback.
- Abide by the spirit, as well as the letter, of the rules of my sport.
- Accept victory and defeat with dignity and grace.
- Neither possess nor encourage the use of prohibited drugs, nor participate in any other practices prohibited by Paralympics Australia.

## **Attachment 2**

### **Paralympics Australia Athlete – Code of Conduct**

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All Australian Paralympic Team Members agree to abide by the Athlete Code of Conduct set out below.

My agreement to the Code of Conduct relates to my behaviour in the sporting environment and more generally when I am representing Paralympics Australia or in any way identifiable as an Australian Paralympic Team athlete.

I agree to act in a manner that will not bring myself, my sport, or Paralympics Australia into disrepute. My actions will always consider the following:

#### **Respect for others**

I will respect the rights, dignity and worth of every person I encounter through the {insert year and city} Paralympic Games, regardless of their gender, ability, cultural background or religion. I will:

- Treat people with courtesy, respect and regard for their rights and obligations
- Show respect for the physical and emotional wellbeing of others
- Show respect for other peoples' possessions
- Assist in providing an environment that is free from harassment. (Harassment consists of offensive, abusive, belittling or threatening behaviour directed at a person or people. It is behaviour that is unwelcome and that could reasonably be expected to upset the person or people at whom it is directed)
- Assist in providing an environment that is free from discrimination. (Discrimination is the unfavourable treatment of a person or people based on prejudice, especially regarding race, religion, gender, age, or sexual preference)
- Respect the laws and customs of the places I visit as a Paralympics Australia representative.

#### **Respect for myself**

I know that respect for others starts with respect for myself. I will:

- Work towards the attainment of my full potential in my sport and maintain personal habits of health conducive to sporting excellence.
- Behave and dress in a dignified manner when representing Paralympics Australia both in and out of competition.

#### **Respect for Paralympics Australia**

I recognise that Paralympics Australia has established and manages the {insert year} Australian Paralympic Team and so plays a significant role in supporting the elite side of my sport. I will:

- Uphold the standing and reputation of Paralympics Australia within Australia and overseas.
- Publicly acknowledge the support of Paralympics Australia when it is appropriate to do so.

- Wear the official Paralympics Australia uniform designed for my sport when in competition and other official functions.
- Co-operation with Paralympics Australia in establishing and conducting a team culture conducive to excellent performance.
- Comply with the disciplinary and grievance procedures of Paralympics Australia.

Paralympics Australia includes, as well as the organisation, the full-time staff, appointed or elected officials and volunteers, the State Paralympic Committees and their fulltime staff, appointed or elected officials and volunteers.

### **Respect for the rules and traditions of my sport**

I understand that my conduct affects my performance and that of my fellow staff members and the athletes and that it may also reflect on my sport. I will:

- Comply with the training requirements of my sport as laid down by the coaches and accept and respond in a positive manner to their feedback.
- Abide by the spirit, as well as the letter, of the rules of my sport.
- Accept victory and defeat with dignity and grace.
- Neither possess nor use prohibited drugs, nor participate in any other practices prohibited by Paralympics Australia.

## **Attachment 3**

### **Paralympics Australia Staff – Code of Conduct**

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The purpose of the Code of Conduct is to represent a list of accepted behaviours by staff of Paralympics Australia. It is aimed at presenting a professional image to other staff, officers, clients and stakeholders of Paralympics Australia.

A Paralympics Australia staff member shall:

- Uphold and not injure or compromise the standing and reputation of Paralympics Australia.
- Comply with published Paralympics Australia protocols and procedures and operate within the spirit of such.
- Treat all individuals and organisations with courtesy, respect and tolerance.
- At all times discharge allotted and accepted responsibilities with integrity.
- Not misuse authority or office for personal gain.
- Not injure or attempt to injure the professional reputation of other staff, officers or members.
- Respect the confidentiality of information which comes to them in the course of their duties.
- Engage in continued learning to improve competence and pursue new areas, as agreed.
- Accept only such work as they believe they are competent to perform and if necessary, obtain expert advice.
- Be expected to complete work tasks within your role competently.

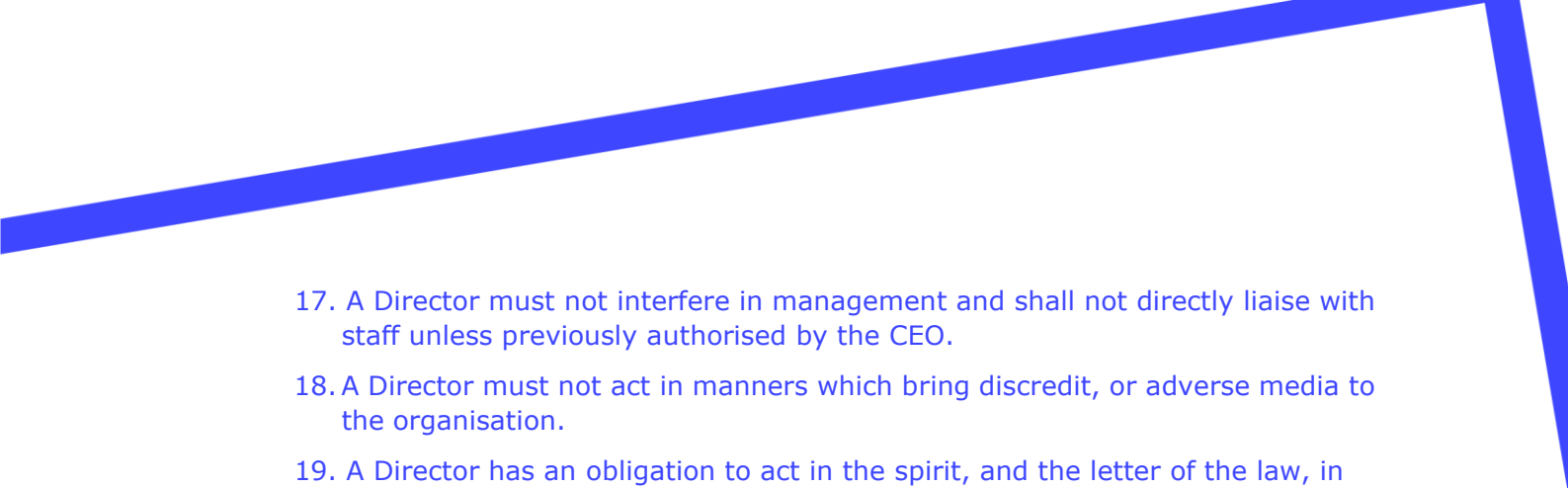
For further details and information see the Paralympics Australia staff handbook.

## Attachment 4

### Paralympics Australia Board – Code of Conduct

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1. A Director must act honestly, in good faith and in the best interests of Paralympics Australia
2. A Director has a duty to use due care and diligence in fulfilling the functions of office and exercising the power attached to that office.
3. A Director must use the powers of office for a proper purpose, in the best interests of Paralympics Australia as a whole. A Director must not allow himself/herself to be compromised by looking to the interests of any organisation which may have nominated him/her or with which he/she is associated.
4. A Director must recognise that the primary responsibility is to the members of Paralympics Australia as a whole but should, where appropriate, have regard for the interests of all stakeholders of Paralympics Australia.
5. A Director must not make improper use of information acquired as a Director.
6. A Director must not take improper advantage of the position of Director.
7. A Director must not allow personal interest, or the interests of any associated person or organisation, to conflict with the interests of Paralympics Australia.
8. A Director has an obligation to be independent in judgement and actions and to take all responsible steps to be satisfied as to the soundness of all decisions taken by the Board.
9. Confidential information received by a Director in the course of the exercise of directorial duties remains the property of Paralympics Australia and it must not be disclosed, or allowed to be disclosed, unless that disclosure has been authorised by Paralympics Australia, or the person from whom the information is provided, or is required by law.
10. A Director should not engage in conduct likely to bring discredit upon Paralympics Australia.
11. A Director has an obligation, at all times, to comply with the spirit, as well as the letter of the law and with the principles of this Code.
12. A Director shall at all times provide necessary and appropriate support and assistance to the president in the proper exercise and conduct of his/her role, on behalf of Paralympics Australia.
13. Directors shall respect each other, and their involvement.
14. A Director shall not act publicly (on behalf of Paralympics Australia) unless previously authorised.
15. A Director must act properly with 'members' and refer any organisational query to the President and/or CEO.
16. A Director shall be as honest in describing the affairs of the Board at all times (within commercial and authorised discretionary limits) treating the role as an agent of the Board respectfully at all times.

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17. A Director must not interfere in management and shall not directly liaise with staff unless previously authorised by the CEO.
  18. A Director must not act in manners which bring discredit, or adverse media to the organisation.
  19. A Director has an obligation to act in the spirit, and the letter of the law, in terms of this Code.