

**Code of Ethics Template**

**April 2018**

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PURPOSE OF THIS TEMPLATE

This document has been prepared by the NSW Office of Sport as a guide for New South Wales State Sporting Organisations (**SSOs**) to assist with an SSO’s governance. IT IS A TEMPLATE ONLY. This document should be read in context with the NSW Office of Sport’s Sports Governance Capability Framework and in particular paragraphs 1.10, 1.11 and 3.4.

INSTRUCTIONS

The document has been designed specifically for sport and seeks to take into account the issues which an SSO might need to consider; for example, Sport must deal with the impact of drugs; Sport is affected by child protection legislation; and Sport operates under a national system where the national body can make rulings and set policy that will flow through the Sport and affect those playing at Club level.

All levels of an SSO and all persons within a Sport should work together for the advancement of the Sport and the SSO through sharing common purposes, structures, policies and procedures. This will hopefully improve the governance and delivery of a Sport and hopefully make it easier to address issues of joint concern, to share information and to maximise the sport’s marketability.

Finally, with the increasing amount of legislation affecting sport, Sports must enact consistent and complementary policies and strategies that address areas of governance and common risk that flow through the organisation.

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# Introduction

The ethical climate of an organisation is an essential element in establishing its credibility and furthering its mission. An organisational culture that takes ethical considerations into account at every point cannot be produced simply by having the Board lay down a code; ethical principles must arise from consultation with and responsiveness to the organisation’s members, clients, employees, volunteers and other stakeholders (Stakeholders).

# Purpose

This policy is designed to provide guidelines for procedures that will allow a sports organisation to agree on the ethical principles (or values) that should guide its conduct.

# Policy

The organisation will operate in accordance with its agreed ethics following consultation with Stakeholders.

To monitor this policy the Board may appoint an Ethics Committee. Persons external to the organisation may be appointed to this Committee. The Ethics Committee will develop a Code of Ethics (Code) for the organisation. The Board will ensure the agreed Code is communicated broadly to all Stakeholders and otherwise throughout the organisation.

# Process

The Ethics Committee shall consult with Stakeholders on the values they see or wish to the organisation embody. These discussions should be used as a means to raise awareness of the significance of ethical attitudes to the effective operation of the organisation. The Committee shall then review the core documents of the organisation to ensure that these are not in conflict with the agreed ethical principles. Finally, the Committee will prepare a draft Code.

An organisation’s ethical position is represented both by its policies and by its Code, and any particular ethical guideline does not necessarily need to be repeated in both. The draft Code should be circulated for discussion and comment to Stakeholders. This further consultation should again be used to commitment all Stakeholders to the draft Code and its implementation in the organisation.

The Ethics Committee shall forward a final draft of the Code to the Board. The Board may alter the Code it sees fit but should carefully consider the document in terms of the level of consultation undertaken in developing it. The resulting Code shall be presented to membership at the next General Meeting for information or approval. Once the Code has been submitted to the membership it should be implemented by the organisation. Procedures should then be considered and developed regarding its monitoring and to ensure breaches of the Code attract the disciplinary rules (including sanctions and penalties) of the organisation.

APPENDIX A [Sample] Code of Ethics

Introduction

It must be stressed that this Code is not presented as a model for possible adoption but merely as an illustration of the kind of agreed principles that might arise from a process of consultation.

Volunteers shall, in all business conducted by or under the auspices of the organisation:

* place the interests of the organisation over their own interests of those of any other person or persons;
* observe the provisions of the constitution, policies, and rules of the organisation;
* treat the other members, staff of the organisation, office-bearers and clients of the organisation, with respect;
* undertake any training necessary for the performance of their duties;
* in any work conducted for the organisation, follow the directions of their designated supervisors;
* not act so as to bring the organisation or its mission into disrepute.

Employees shall, in all business conducted by or under the auspices of the organisation:

* place the interests of the organisation over their own interests of those of any other person or persons;
* observe the provisions of the Constitution, policies, and rules of the organisation, including any policies on conflict of interest;
* competently carry out the duties specified by their contract of employment;
* treat other staff, members, office bearers and clients of the organisation, with respect;
* undertake any training necessary for the performance of their duties;
* in any work conducted for the organisation, follow the directions of their designated supervisors;
* not act so as to bring the organisation or its mission into disrepute.

Members shall:

* observe the provisions of the Constitution, policies, and rules of the organisation;
* treat other members, staff, office-bearers and clients of the organisation, with respect;
* not act so as to bring the organisation or its mission into disrepute.

Board members shall, in all business conducted by or under the auspices of the organisation:

* place the interests of the organisation over their own interests of those of any other person or persons;
* observe the provisions of the Constitution, policies, and rules of the organisation;
* as far as possible, attend all meetings of the Board, and, if they are prevented from attending any meeting of the Board, shall notify the Secretary of their absence in advance of the meeting;
* devote to their duties the amount of time required to carry them out thoroughly and effectively;
* undertake any training necessary for the performance of their duties;
* treat the other Board members, other members, staff, office-bearers and clients, with respect;
* not act so as to bring the organisation or its mission into disrepute.