

## Code of Conduct & Integrity

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### Policy Statement

The Code of Conduct & Integrity (Code), attached as Schedule A, describes the type of behaviour and conduct that Cycling Southland seeks to promote and encourage its members and supporters to adopt.

### Scope

The Code shall govern the conduct of all persons formally associated with Cycling Southland:

- Cycling Southland employees;
- Club members including athletes, coaches, managers and support staff;
- Anyone taking part in Cycling Southland events including riders, commissaires, officials and support personnel;
- Volunteers;
- Supporters;
- Parents of junior club members.

### Purpose

The Code provides a benchmark and general standard for behaviour and is designed to complement, support and provide context for the Disciplinary Management Policy.

Cycling Southland wishes to operate in an environment where people show respect for others and their property. Respect is defined as consideration for another's physical and emotional wellbeing and possessions, to ensure no damage or deprivation is caused to either.

Cycling Southland wishes to operate in an environment that is free from harassment. Harassment is defined as any action directed at an individual or group that creates a hostile, intimidating or offensive environment.

Cycling Southland wishes to operate in a non-discriminatory environment. That is defined as respecting the right, dignity and worth of every human being and treating everyone equally regardless of gender, ethnic origin or religion.

Persons to whom this Code applies acknowledge and agree to comply with Cycling Southland disciplinary procedures. If any disciplinary action is taken, persons directly affected shall be given the opportunity to participate in those proceedings and the right to appeal against any decision against them.

### Definitions

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'Misconduct' (as defined by Cycling Southland By-Law 10.1) includes, but is not limited to:

- Conduct that is detrimental to Cycling Southland and its reputation, and/or contrary to this Code;
- Conduct that is detrimental to the sport of cycling;
- Offences against the law of the New Zealand;
- Disobeying the reasonable directions of an official and where such disobedience may lead to a breach of the Code; or impede the conduct of the sport; or compromise the safety of members or other persons.

## Cycling Southland Operational Policies and Procedures – Section 1: Conduct & Discipline

‘Official’ (As defined in Cycling Southland By-Law 10.02), any person who for the purpose of a disciplinary matter is endorsed by the Executive as an official, including:

- Cycling Southland office bearers or executive board members;
- The Chief Commissaire appointed to an event by Cycling Southland or an affiliated body;
- The Manager of a representative team;
- The Cycling Southland General Manager;
- An employee or member of Cycling Southland who has been endorsed by the Executive to hold a position of authority or responsibility over the behaviour or actions of others.

### Responsibilities

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We are all responsible for implementing and abiding by the Code, regardless of our position or role.

We are all responsible for trying to avoid escalation of inappropriate behaviour that may result in a breach of this Code and for dealing with conflict through timely and appropriate communication that addresses the behaviour in a constructive way.

Employees, including volunteers, are responsible for ensuring that their behaviour reflects the standards of conduct in the Code and builds a positive workplace culture. This is inclusive of all employees and members.

### Serious Misconduct

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Whether actions fall into the category of Misconduct or Serious Misconduct will depend on the circumstances in each case. In making judgments of this kind, regard should be given to the following factors:

- the nature and circumstances of the activity;
- how the organisation’s reputation may have been impacted;
- the position, duties and responsibilities of the employee or volunteer;
- the consequences of the activity on the employee/volunteer to fulfil their duties and responsibilities;
- the effects of the activity or its consequence on working relationships with colleagues, members, outside contacts and the general public.

### Breaches of the Code of Conduct & Integrity

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Everyone involved with Cycling Southland is expected to cooperate with any investigations being conducted in relation to an alleged breach of the Code.

The management of any breach of the Code is outlined in the *Disciplinary Management Policy*, which provides guidance on how to formally manage disciplinary issues associated with people involved in Cycling Southland.

The General Manager must make fair, transparent and consistent decisions in response to an allegation of a breach of the Code and of any policy, agreement or and the action to be taken in response to a breach. In determining the action to be taken to be taken the nature and seriousness of the breach will be considered.

## **Associated Documents**

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The *Cycling Southland By-Laws* create the foundations for the operations, including dealing with disciplinary issues, of the organisation.

The *Disciplinary Management Policy* provides guidance on how to formally manage disciplinary issues associated with people involved in Cycling Southland.

The *Employee Disciplinary Policy* outlines how any employee disciplinary issues will be resolved, in accordance with employment contracts.

## SCHEDULE A

### **Cycling Southland Code of Conduct & Integrity**

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All persons bound by this Code are responsible for abiding by the spirit and rules of the sport of cycling by maintaining the highest standards of integrity, conduct and behaviour and doing nothing that is detrimental to Cycling Southland and its reputation, and/or is contrary to this Code.

They must avoid behaviour that undermines the integrity of others and are responsible for self-policing other members and helping to ensure the organisation's culture is a positive one.

Persons bound by this Code must always:

- Accord all people the respect, courtesy, honesty and regard for their dignity, rights, views, and obligations, including different values, beliefs, cultures and religions, and give everyone a fair hearing.
- Not act or speak in a way that is likely to cause offence to others.
- Treat people's property with respect.
- Compete with respect for others in a fair and honest way that exemplifies the spirit of the sport.
- Abide by all the rules and regulations of the sport without seeking to gain unfair advantages.
- Show dignity in winning and losing and abide by the decisions and rules of those charged with governing racing as well as those responsible for running events.
- Undertake and encourage behaviour that does not endanger or causes distress to other people or otherwise contribute to disruption and/or avoid behaviour that might impair their performance.
- Act in a manner that is compatible with the interests of Cycling Southland and avoid situations where their behaviour could reflect negatively on the organisation.
- Show a positive commitment to Cycling Southland's policies, rules, procedures, guidelines and agreements.
- Respect the confidentiality of information received in the course of fulfilling any duties;
- Uphold the standing and reputation of cycling within Southland and New Zealand.
- Not misuse provided funds or property belonging to another party.
- Observe and comply with the Anti Doping Rules set out in the Cycling Southland Anti-Doping Policy.
- Maintain a safe environment and consider the safety of themselves and others at all times.
- Support and promote actions and initiatives that enable risks and hazards to be identified and isolated, eliminated or reduced.
- Disclose in writing any actual or apparent conflicts of interest that may impact on their involvement with the organisation.
- Keep the sport fun.

## Misconduct

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This list provides examples of behaviour deemed to be unsuitable and not in the best interests of the sport, and could be considered as misconduct. It is not a complete list but meant as a guide.

Conduct generally defined under 'Misconduct' may also be regarded as 'Serious Misconduct' if it leads to substantial risks or major ramifications for Cycling Southland.

- Any form of harassment or discrimination against members of Cycling Southland, officials, the public or visitors because of their age, sex, marital status, ethnicity, disability, religion, colour, race, political opinion, employment status or sexual orientation.
- Violent or physically aggressive behaviour.
- Posting offensive or inappropriate information on notice boards, social media or electronic media.
- Smoking on Cycling Southland/Stadium Southland premises.
- Failing to hold a current drivers license while driving a motor vehicle belonging to Cycling Southland on a public road.
- Abusing or 'sledding' other athletes, officials, event organisers or anyone involved in Cycling Southland. Sledding is defined as a statement that is deemed to denigrate and/or intimidate another person, or behaviour likely to constitute emotional abuse.
- The consumption of alcohol prior or during an event or activity, and/or the excessive consumption of alcohol after an event or activity, which potentially could lead to a person acting in a way that becomes a public nuisance, or creating a public disturbance.
- Damaging another person's property or depriving them of that property.
- Sexual relations between an appointed official and a junior athlete (under the age of consent), irrespective of the wishes and desires of the athlete. In all other cases such relations are strongly discouraged. Any physical contact with athletes shall be appropriate to the situation and be necessary for the further development of the athlete's skill.
- The use or encouragement of the use banned substances. (The banned substance list is as outlined under Cycling New Zealand's Anti-Doping Policy.)
- Statements that are deemed to denigrate the group that an individual is representing.
- Any type of gambling, betting or organisation of betting at any cycling event, while competing, officiating or undertaking a management role.
- Being in possession of offensive weapons.
- The unauthorised disclosure of, or access to, confidential information.
- Making unauthorised negative comments to media about Cycling Southland, members, officials, sponsors, or related parties including funders. All media comment related to Cycling Southland must be approved by the General Manager or President as per the Media Communications Policy.
- Any attempt to mislead Cycling Southland or any employee, or a member of the public in connection with Cycling Southland business. This includes falsification of attendance records or submitting false claims for expenses or reimbursement, or providing incorrect information at any stage of the application for employment process.