

Behaviour Policy

1 INTRODUCTION

- 1.1 Paddle Australia (**PA**) and its State Paddle Associations (**SPAs**) (each referred to singularly as “**the Organisation**”) are committed to providing a safe, fair and inclusive environment for everyone involved in our Organisation and in paddling.
- 1.2 This policy outlines the Code of Conduct and standards of behaviour expected by the Organisation to be followed and respected at all times by Workers, both during normal working hours and in any work-related context including conferences, work functions, business trips and via mobile phones, email and other electronic communication (including social media).

2 SCOPE

- 2.1 This policy applies to all Workers of the Organisation.

3 DEFINITIONS

- 3.1 “**Child**” means a person who is under the age of 18.
- 3.2 “**Confidential Information**” means all information (whether or not it is described as confidential) in any form or medium concerning any past, present or future business operations or affairs of PA and SPAs, or any Member, athlete, contractor or supplier of PA and SPAs, including but not limited to:
- a) trade secrets of the Organisation;
 - b) information about the business and affairs of the Organisation such as products of the Organisation, services offered by the Organisation, financial accounts and reports of the Organisation, marketing and/or strategy plans, proposals, prospects, information about fees, pricing information, supplier lists, research, financing, inventions, designs, techniques, plans, diagrams, graphs, procedures or processes, security information, training materials, and operational information and methods;
 - c) details or contracts and arrangements with third parties including information about customers, suppliers and contact persons of PA and SPAs, such as their specific requirements, arrangements and past dealings with PA and SPAs;
 - d) member or athlete names and addresses, business cards and diaries, calendars or schedules;
 - e) all technical and non-technical data, athlete training plans, testing data, programs, devices, methods and research activities, ideas and concepts;
 - f) all financial and accounting information, pricing lists, schedules and structures, product margins and financial plans;
 - g) remuneration details and investment outlays;
 - h) intellectual property rights;
 - i) manuals, computer databases and computer software; and

- j) all other information obtained from the Organisation or obtained in the course of the Workers employment with the Organisation, that is by its nature confidential;

but excludes information that has come into the public domain other than by a breach of contract or other unauthorised use or disclosure.

- 3.3 **“Conflict of Interest”** occurs when a person’s personal interests’ conflict with their responsibility to act in the best interests of the Organisation. Personal interests include direct interests as well as those of family, friends, or other organisations a person may be involved with or have an interest in (for example, as a shareholder). Conflict of Interest may be actual, potential or perceived and may be financial or non-financial.
- 3.4 **“Executive“** is a senior management representative of the Organisation, which includes the CEO and other Executive Officers
- 3.5 **“Manager”** is any person occupying a supervisory role or a position, which is directly or indirectly responsible for supervision and management of staff.
- 3.6 **“Worker”** includes employees of the Organisation, independent contractors or representatives of independent contractors, work experience students and other volunteers.
- 3.7 **“Workplace”** is any of the Organisation’s premises, vehicles (including motorboats) used for work purposes and any other location where Workers perform work for or on behalf of the Organisation, including external third-party sites such as domestic and international training and competition venues.

4 CODE OF CONDUCT

- 4.1 The Organisation’s Code of Conduct is underpinned by the Organisation’s values:
- **Collaboration:** working respectfully together for improved outcomes.
 - **Inclusiveness:** ensuring safe places, fair play and embracing diversity.
 - **Transparency:** building consensus through open engagement.
 - **Excellence:** striving at all times to deliver our best.
- 4.2 The Organisation expects high standards of behaviour from all people involved in paddling. It is vital that the integrity of paddling is maintained in accordance with the following guiding principles and when conducting any activity for, on behalf of, or sanctioned by the Organisation, they conduct themselves in the following manner:
- a) Fairness
- i. Operate within the rules and spirit of paddling, promoting fair play over winning at any cost;
 - ii. Encourage opportunities for participants to learn appropriate behaviours and skills;
 - iii. Encourage participation in all aspects of paddling; and
 - iv. Be fair, considerate and honest in all dealings with others.

- b) Respect
 - i. Treat each person as an individual;
 - ii. Be a positive role model;
 - iii. Display control, tolerance and courtesy to all involved with paddling;
 - iv. Value the rights, dignity and worth of every person regardless of their age, gender, ability, cultural background, sexual orientation or religion; and
 - v. Do not use the involvement with the Organisation to promote own beliefs, behaviours or practices where these are inconsistent with those of the Organisation.
- c) Responsibility
 - i. Ensure interaction with a Child is appropriate and that unaccompanied and unobserved activities are avoided wherever practical;
 - ii. Adopt appropriate behaviour in relation to the use of alcohol and recreational and performance enhancing drugs;
 - iii. Act with integrity and accept responsibility for own actions;
 - iv. Make a commitment to providing quality service; and
 - v. Understand the responsibility if there is a breach or are aware of any breaches of this Code of Conduct.
- d) Safety
 - i. Ensure own actions contribute to a safe environment;
 - ii. Ensure own actions contribute to a harassment free environment;
 - iii. Do not tolerate violence or abusive behaviours;
 - iv. Show concern and caution towards others who may be sick or injured; and
 - v. Provide aid to those who are sick or injured.
- e) Environment
 - i. Using minimal impact practises in the environment that are paddled in; and
 - ii. Seek permission from landowners to access waterways.

5 RESPONSIBILITIES

5.1 All Workers must, at all times:

- a) follow and abide by the Organisation's Code of Conduct
- b) act with honesty, loyalty, courtesy, respect, care and diligence, and with integrity in the performance of their duties;

- c) treat everyone, including but not limited to colleagues, contractors, athletes, coaches, volunteers, visitors, clients and customers, with respect, courtesy and honesty;
- d) foster a work environment that encourages equal opportunity, embraces diversity, inclusivity and does not tolerate discrimination or harassment of any kind;
- e) promote a culture that is considerate of enhancing the positive mental health and wellbeing of self and others in the Workplace;
- f) not engage in conduct which may cause offence, embarrassment or legal liability to the Organisation, its athletes, members or suppliers, another Worker or a member of the public;
- g) behave in a way that upholds the integrity and good reputation of the Organisation;
- h) comply with any lawful and reasonable directions of the Organisation;
- i) present a professional appearance which is suitable for the Workplace or event, including presenting for work appropriately dressed and groomed, and in clean attire;
- j) comply with and promote the Organisation's policies and procedures;
- k) be present and ready to commence work at their designated starting time;
- l) behave in a manner that ensures and promotes a safe and healthy Workplace for all;
- m) not provide false or misleading information to the Organisation;
- n) immediately disclose to the Organisation any unethical, dishonest, fraudulent or illegal behaviour, or any behaviour which violate the Organisation's policies;
- o) not improperly use their duties, status, power or authority with the Organisation to gain, or seek to gain, a benefit or an advantage for the Worker or any other.
- p) understand and uphold the important legal and governance responsibilities for child safety, and how this relates to individual Workers in the roles they undertake in paddling;
- q) refrain from acting in any way that would unfairly harm the reputation and career prospects of other Workers;
- r) refrain from allowing personal relationships to affect professional relationships;
- s) abide by and maintain awareness of anti-doping law, regulations and policies as they apply within the sport, and uphold all anti-doping rules and principles;
- t) use and manage organisational technical and physical resources properly, responsibly and for legitimate work-related purposes only, unless permission has been obtained in writing from the Organisation for personal use purposes;
- u) use resources in a manner that minimises harm to the community or environment;

- v) strive to achieve the highest outcome, service and professional standards; and
- w) refrain from allowing personal views and/or affiliations or other personal interests to influence the performance of duties or exercise of responsibilities.

6 GIFTS AND GRATUITIES

- 6.1 Workers must not directly or indirectly demand or receive any gift or benefit in respect of work performed or services delivered by them in connection with their employment at the Organisation, or from anyone with, or a seeking, a business relationship with the Organisation.
- 6.2 If refusal of a gift would cause embarrassment, then non-monetary gifts of a nominal value (e.g. flowers, chocolates, fruit) may be accepted by the Worker, and the gift should be reported to their Manager who will determine how the gift is to be used.
- 6.3 If any Worker is in any doubt, they should seek advice from their Manager.

7 CONFLICT OF INTEREST

- 7.1 A Conflict of Interest presents the risk that a Worker will make a decision based on, or affected by, these influences, rather than in the best interests of the Organisation and must be managed accordingly.
- 7.2 All Workers must assess whether there is a potential personal interest (whether pecuniary or non-pecuniary) that could raise a Conflict of Interest relevant to the Organisation's matters.
- 7.3 All Workers must, at all times:
 - a) avoid any financial or other interest or undertaking that could directly or indirectly, compromise the performance of their duties;
 - b) declare any potential, actual or perceived conflicts of interest to management that exist or are likely to arise on becoming employed or commencing a voluntary role with the Organisation;
 - c) avoid being placed in a situation where there is potential, actual or perceived conflict of interest if at all possible;
 - d) take all suitable measures to avoid or deal appropriately with any situation in which they have or been seen to have a conflict arising out of the Organisation's relationship with others within or beyond the Organisation;
 - e) notify their Manager of the existence of an actual or potential conflict of interest; and
 - f) obtain approval from the Organisation prior to engaging in any position (paid or unpaid), which may reasonably conflict with the proper performance of their duties for they are engaged by the Organisation.
- 7.4 Upon an actual, potential or perceived conflict of interest being identified by a Worker, it must be entered into the Organisation's register of interests by the Manager or the relevant Executive.

- 7.5 For matters regarding an actual, potential or perceived conflict of interest being identified which relate to an Executive, the matter must be raised with the President of the Board or other relevant Executive.
- 7.6 Following an actual, potential or perceived conflict of interest being identified, the relevant Executive will determine the most suitable option to effectively manage the conflict by adopting a management plan, which could include:
- a) documenting the conflict in the Organisation's register of interests;
 - b) referring the conflict to the Board for consideration;
 - c) reassigning the Worker to avoid the conflict; or
 - d) putting in place ongoing reporting and/or management requirements for the Worker, to ensure that the ongoing management of the conflict is appropriate and effective.
- 7.7 Any management plan put in place shall be reported to the Board.
- 7.8 In determining the most suitable option to effectively manage the conflict the relevant Executive will consider:
- a) whether the conflict needs to be avoided or simply documented;
 - b) whether the conflict will realistically impair the disclosing Worker's capacity to work in the relevant area;
 - c) whether the conflict places the Worker in breach of their contract of employment;
 - d) whether there are suitable alternative options to avoid the conflict;
 - e) whether, if steps are taken to avoid the conflict, the disclosing Worker's or any other Worker's role will be materially affected;
 - f) the Organisation's operations, objects and resources; and
 - g) the possibility of creating an appearance of improper conduct that might impair confidence in, or the reputation of, the Organisation.

8 CONFIDENTIALITY

- 8.1 The unauthorised use or disclosure of Confidential Information is strictly prohibited. Any breach of confidentiality is viewed as serious misconduct.
- 8.2 All Confidential Information remains the property of the Organisation. Any Confidential Information in the possession or control of a Worker must be returned upon the termination of employment, or earlier upon request by the Organisation.
- 8.3 If Worker is exposed to the confidential or business-sensitive information of a client, the Worker must take appropriate steps to ensure such information is treated with sensitivity and discretion. Unless the information has been publicly released by the client, Workers must not disclose it to anyone except those within the Organisation whose positions require knowledge of the information.

9 BREACH OF POLICY

- 9.1 All Workers are required to comply with this policy as amended, varied or replaced from time to time.
- 9.2 Should a Worker become aware of conduct which may be inconsistent with this policy, they have a responsibility to act in a timely manner by raising these issues with their Manager. Where a Worker feels that they are unable to raise a concern with their Manager or the relevant Executive, then the President of the Board should be contacted.
- 9.3 Where a Worker's conduct may be in breach of this policy, this will be addressed in accordance with the Organisation's Grievance Policy and Procedure.
- 9.4 Any Worker who is found to have breached this policy may be subject to disciplinary action, up to and including termination of employment or engagement with the Organisation.