



**Australian
Taekwondo
QLD**

SPORTS TAEKWONDO QUEENSLAND INC. TRADING
AS
AUSTRALIAN TAEKWONDO QUEENSLAND

STANDARDS OF BEHAVIOUR

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PART A: GENERAL STANDARDS OF BEHAVIOUR

As a member of Australian Taekwondo (AT), Sports Taekwondo Queensland trading as Australian Taekwondo Queensland (ATQ) or an affiliated club or a person required to comply with the ATQ Member Protection Policy, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by AT, ATQ or an affiliated club and in any role you hold within AT, ATQ or an affiliated club:

- 1) Respect the rights, dignity and worth of others;
- 2) Be fair, considerate and honest in all dealings with others;
- 3) Be professional in, and accept responsibility for your actions;
- 4) Make a commitment to providing quality service;
- 5) Be aware of, and maintain an uncompromising adherence to the association's standards, rules, regulations and policies;
- 6) Operate within the rules of the sport including national and international guidelines, which govern the association, ATQ and the affiliated clubs;
- 7) Do not use your involvement with the association, ATQ or an affiliated club to promote your own beliefs, behaviours or practices where these are inconsistent with those of the association, ATQ or an affiliated club;
- 8) Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example;
- 9) Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible;
- 10) Refrain from any form of harassment of others;
- 11) Refrain from any behaviour that may bring the association, ATQ or an affiliated club into disrepute;
- 12) Provide a safe environment for the conduct of the activity;
- 13) Show concern and caution towards others who may be sick or injured;
- 14) Be a positive role model; and
- 15) Understand the repercussions if you breach, or are aware of any breaches of, these Standards of Behaviour.

PART B: OFFICIAL/VOLUNTEER STANDARDS OF BEHAVIOUR

"Official/Volunteer" means a person who either:

- Has been nominated for selection to, or selected as a member of any team nominated or selected by ATQ, AT, the AOC, or the Australian Commonwealth Games Association other than as an Athlete; or
- Administers, manages, coaches, officiates, assists or is otherwise involved in the sport of taekwondo other than as an Athlete and includes section managers, assistant section managers, technical official, volunteer, chiropractors, coaches, massage therapists, medical practitioners, nutritionists, physiotherapists, psychologists and the like at all levels of the sport;

In addition to the association's General Standards of Behaviour, you must meet the following requirements in regard to your conduct during any activity held by or under the sanction or auspices of AT, ATQ or an affiliated club and in your role as an Official/Volunteer of AT, ATQ or an affiliated club:

- 1) Resolve conflicts fairly and promptly through established procedures;
- 2) Place the safety and welfare of the participants above all else;
- 3) Maintain strict impartiality;
- 4) Be aware of your legal responsibilities;
- 5) Accept responsibility for all actions taken;
- 6) Avoid any situation which may lead to a conflict of interest;
- 7) Be courteous, respectful and open to discussion and interaction; and
- 8) Value the individual in sport.

These Standards are to be read in conjunction with the general rules of competition of ATQ, AT and World Taekwondo (WT).

PART C: ATHLETE STANDARDS OF BEHAVIOUR

In addition to the ATQ General Standards of Behaviour, you must meet the following requirements in regard to your conduct during any activity associated either directly or indirectly with your involvement in the sport of taekwondo (including, but not restricted to, the activities of training, competing, travelling to and from training and competition and team membership) whether or not such activity is held or sanctioned by the AT, ATQ or an affiliated club or venue, and including your role as a participant:

- 1) Respect the rights, dignity and worth of fellow athletes, coaches and officials;
- 2) Do not accept inappropriate behaviour from others;
- 3) Respect the talent, potential and development of fellow athletes and competitors;
- 4) Care for and respect the equipment provided to you as part of your program;
- 5) Be frank and honest with your coach concerning illness and injury and your ability to train fully within the program requirements;
- 6) At all times maintain an appropriate relationship with your coach;
- 7) Maintain high personal behaviour standards at all times;
- 8) Abide by the rules and respect the decision of the officials, making all appeals through the formal process and respecting the final decision;
- 9) Be honest in your attitude and preparation to training;
- 10) Cooperate with coaches and staff in development of programs to adequately prepare you for competition at the highest level.

PART D: WORKER STANDARDS OF BEHAVIOUR

In addition to the ATQ General Code of Behaviour and any appropriate staff manual provided by AT, ATQ, an affiliated club or venue, a worker must meet the following requirements in regard to their conduct during any activity held by or under the auspices of AT, ATQ, an affiliated club or venue and in their role as an administrator for AT, ATQ or affiliated club or venue.

Introduction

All ATQ workers and contractors must be familiar with the ATQ Worker Standards of Behaviour. The Standards are provided to assist workers in understanding what is expected of them as they carry out their responsibilities at ATQ. We expect that our partners, associates and consultants will be guided by these Standards as well.

The Standards do not cover every situation that workers may encounter as workers perform their job. It should, however, serve as a guide for their behaviour with people outside ATQ as well as with fellow workers. If workers are unsure about how to handle a situation, they should contact their manager or the ATQ Board of directors.

All workers are faced with ethical questions from time to time in their business conduct. In resolving these questions, workers should consider these basic questions:

- What guidance do the Standards provide?
- If their conduct were reported on the front page of the newspaper, would they be comfortable with their decision?
- How would they feel if the conduct or actions were directed at them?
- What would their manager, co-workers and my family think of their conduct?

The consequences of unethical behaviour can be serious to the organisation and to workers personally.

Workplace Practices

ATQ will meet its business objectives by employing people with the right skills. Creativity is nurtured when people constructively seek the best of each person's ideas to develop the best solutions. By fully utilising the broad array of talents and skills that come from a diverse workforce, workers provide ATQ with a competitive advantage, enabling the association to achieve success.

All workers deserve to work in circumstances in which they are accorded respect. Harassment or discrimination of any kind related to race, colour, religion, gender, age, national origin, citizenship, disability, political persuasion, sexual orientation, veteran or marital status is unacceptable and will not be tolerated.

Business and Accounting Practices

All ATQ payments and other transactions must be properly authorised by management and be accurately and completely recorded on ATQ books and records in accordance with generally accepted accounting principles and established corporate accounting policies. Information must always be reported accurately and honestly. No false, incomplete or misleading entries or records should be created, including travel expense reports. No undisclosed or unrecorded corporate funds should be established for any purpose, nor should ATQ funds be placed in any personal or non-organisation account.

Internet Use

ATQ provides access to the Internet for business purposes. Access to the Internet is to be used as a tool to accomplish business tasks and not for personal use. Specifically, workers may not use their Internet access privilege to:

- Engage in either viewing or communicating materials of an obscene, hateful, discriminatory or harassing nature;
- Engage in or solicit any private business for personal gain or profit;
- Engage in any illegal activities including gambling, up-loading or down-loading of software in violation of its copyright, intentionally interfering with the normal operation of ATQ Internet gateway, or attempting to gain unauthorised access to another site;
- Engage in any activity that compromises the privacy of any users or other units;
- Engage in any activity that is against ATQ's policies or that would be contrary to the organisation's best interest, or that do not apply with local or national laws; or
- Disclose confidential or proprietary information by any means.

ATQ reserves the right to monitor any and/or all internet related activity occurring through ATQ system. Any users found in violation of the Acceptable Use Policy may be subject to, at a minimum, denial of access, up to termination of employment and/or criminal prosecution.

Electronic Mail Communication and Systems Use

ATQ provides a number of different electronic and voice communication systems for company business. From time to time workers may send personal messages on ATQ systems but these messages should be brief and kept to a minimum. Messages for personal gain or solicitation, chain letters, and threatening, obscene or harassing messages are prohibited.

All electronic mail, conferencing data, voice mail and information of any kind that is stored on ATQ equipment is considered the property of ATQ. ATQ may periodically check usage to correct network problems and to establish proper use and security. A worker should not have any expectation of personal privacy for messages or information, which is developed, sent, received or stored on these systems.

Conflicts of Interest

Although generally workers are free to engage in a range of personal financial transactions, there are some limitations. Workers must avoid situations in which their loyalties are divided between ATQ interests and their own personal interests. Workers refer to this as a "Conflict of Interest". A conflict of interest makes it difficult to objectively carry out their job responsibilities or to act in the best interest of ATQ. It is important to avoid even the appearance of a conflict of interest.

Workers are required to inform their manager of any situation, which may involve a conflict of interest. Typically, problems arise when relationships or outside interests influence, or can be perceived as influencing, decisions workers make for ATQ. The following are particularly sensitive areas:

- The involvement of ATQ worker family members with ATQ competitors, customers, sponsors and suppliers may result in a conflict of interest. If in doubt as to whether a situation involves a present or potential conflict of interest, workers or their manager/supervisor should consult with the ATQ board or Chief Executive Officer.

- Being employed by, acting as a consultant for, sitting on the board of, or receiving remuneration from, a competitor, customer, sponsor or supplier of ATQ, or investing in any competitor, customer, sponsor or supplier of ATQ (except for moderate holdings of publicly-traded securities) may result in a conflict of interest. Workers may not do so unless workers have the advance permission of the board or Chief Executive Officer of Sports Taekwondo Queensland.
- Pursuing business relationships outside their regular job responsibilities may result in a conflict of interest, particularly if it places workers in the position of appearing to be representing ATQ in that employment, or if it involves providing intellectual property, goods or services substantially similar to those ATQ provides or is considering making available. While ATQ recognises that workers may wish to pursue interests outside of their regular job responsibilities, workers may not compete with ATQ, use ATQ resources, or use or disclose ATQ proprietary information. Of course, workers should not accept outside employment which reduces the alertness or efficiency normally expected of workers. All outside employment, which raises any question in this regard, must be approved in advance by their manager in consultation with the board or Chief Executive Officer of ATQ.

Confidentiality of Australian Taekwondo Queensland Proprietary Information

Information about our products, services, customers and strategies is critical to our competitive position in the marketplace. As workers, workers are given access to company information in trust. Workers must protect it and use it appropriately. This applies both outside as well as inside the organisation. ATQ proprietary business information is company property and may not be disclosed outside of ATQ, except as specifically authorised by management. Proprietary information includes business, financial or marketing plans, athlete lists, pricing information, worker personnel information, joint venture agreements and internal discussions.

Workers need to take steps to ensure that any company confidential information is safeguarded against external disclosure as well as from unauthorised disclosure within ATQ. This also applies to information stored on personal computers or workstations. If business needs dictate releasing or sharing sensitive information prior to a general public release, appropriate protection should be obtained under a non-disclosure agreement.

Workers of ATQ must:

- Agree to keep in strictest confidence and not to disclose directly or indirectly, without ATQ's written authority, to anyone other than an worker of ATQ, authorised to receive the same, and not to use for his/her own benefit or the benefit of the third party, any information relating to the conduct of the business of ATQ and which information, whether in the nature of trade secrets or otherwise, is not generally available to persons not employed by ATQ.
- Acknowledge that the said information represents confidential and valuable property of ATQ, by virtue of its special nature and novelty, and so agrees not to disclose it directly or indirectly or otherwise to use it for his/her own benefit or the benefit of a third party, even after completing his/her employment with ATQ, unless the information becomes generally available to the public or ATQ consents to his/her making such disclosure or use, the Worker acknowledging and recognising that ATQ shall suffer damage by any such disclosure or use;
- Agree to assign to ATQ his/her entire right, title and interest in and to, and any copyright and rights of like nature or kind to, any and all products and process or procedural improvements which (either solely or jointly with others) he/she has made or may make during and/or as a result of

his/her employment with ATQ and which products and process or procedural improvements relate to any of the services of ATQ and any work performed by him/her during such employment;

- Agree promptly to disclose to ATQ, or its Attorneys, any and all such products and process or procedural improvements made by him/her and agrees to execute upon demand, but without expense, all documents which may be desirable to secure to ATQ the best patent protection in Australia and elsewhere and/or rights relating to such inventions and improvements;
- Agree that he/she will not directly or indirectly publish, except with ATQ' prior written consent, any of the information in relation to such products, process improvements and that on completing his/her employment with ATQ he/she will, if so required, promptly hand over to the nominated representative of ATQ all drawings, notes, correspondence and other printed, written or photographed material (and any copies thereof), computer programs and other software and or hardware in his/her possession, power or control relating to the said products and that he/she will not retain any such documents or written material.

Proprietary Information of Others

Just as workers endeavour to protect our information, other organisations do as well. While it is important that workers are well informed about our competitors, workers may not solicit, receive or use any proprietary information belonging to others. Information about our customers, suppliers, competitors, partners and consultants which is already published, in the public domain, or independently developed, is not considered to be proprietary. In addition, workers may not use third parties to acquire information by improper means. Workers realise that in the course of normal business activities, suppliers, customers and competitors may sometimes divulge to workers' information that is proprietary to their business. This does not necessarily make it acceptable to use this information.

Copyright and Software Compliance

ATQ purchases licenses from vendors for many software products to use in its business.

Australian and international copyright laws protect the software developers' rights. These copyright laws prohibit the copying, distribution and use of software other than for the use for which it is licensed to ATQ. All workers have a responsibility to help ensure that software installed on their desktop computers or on network storage devices under their control is not being unlawfully used. Workers must not copy, install or otherwise use software in a manner that violates the license agreement or copyright for that software.

Protection of Worker Information

ATQ collects data and maintains records about its workers and applicants for a number of reasons. This includes information about salary and benefits, job performance, employment history, and career and succession planning. These records may be created and maintained in both hard copy and electronic forms.

ATQ limits access to this information to only those workers who have a legitimate need to know such information to perform their jobs. ATQ also limits the reporting of this data to that which is legally required, or in accordance with a worker request or with their consent. This approach is intended to protect the individual privacy of worker and applicant data. All workers are required to respect the use of personal data in accordance with ATQ policy and applicable laws regulating the collection and protection of such data.

Reporting Potential Worker Standards of Behaviour Violations

Any worker may contact their manager/supervisor, board members or the Chief Executive Officer with a question or concern about a business practice or to report any suspected or potential violation of the Worker Standards of Behaviour. All workers have an obligation and responsibility to report any suspected or potential ethics violation. When workers contact their manager, board member or the Chief Executive Officer their concerns will be addressed seriously. Any manager who receives such a report should immediately notify the board and the Chief Executive Officer. No adverse action or retribution will be taken against anyone for making a good faith report of a suspected ethics violation. Any attempt to take retribution of any kind will not be tolerated.

Ethics Investigations and Discipline

Depending on the situation, it may be necessary for the organisation to conduct an internal investigation to determine whether a violation of the Standards has taken place. Every worker is required to cooperate fully with any internal investigation consistent with the worker's rights under the law. ATQ may find it necessary to take appropriate action against any person shown to be involved in a violation or irregularity. Violations of the Standards may result in discipline ranging from warning and reprimand to termination. Discipline decisions will be made by the operating management, subject to review by members of executive management who make up ATQ Ethics Committee. Workers will be given an opportunity to explain their actions before any disciplinary action is imposed.

Human Resources and Other Issues

Human Resources concerns or queries, such as pay, benefits and worker relations issues should be directed to their immediate manager, board or Chief Executive Officer of ATQ.