



CODE OF CONDUCT POLICY

Purpose

The Code of Conduct has been developed to set out standards of professional behavior expected of all staff, volunteers and anyone else who represents NSW Institute of Sport. It is essential that we all act in a way that supports the Institute's values and this code is designed to assist in clarifying the responsibilities of all staff.

An important purpose of this Code is to foster a spirit of cooperation and collaboration amongst all staff that promotes equal treatment and contributes to the efficiency and effectiveness of the Institute. The Code seeks to promote the highest standards and commitment to fairness in carrying out our responsibilities.

General Principals

As a representative of the NSW Institute of Sport you should, at all times, be aware of:

- **The Institute's values and your expected commitment to them.** The success of the Institute can only be achieved by providing a high quality service. Therefore, the Institute is guided by values in the provision of programs and services to elite sport in NSW. *Please refer to the Institute's values below.*
- **The importance of your personal and professional behavior.** All employees have the responsibility to carry out their duties diligently, impartially, conscientiously and to the best of their abilities.
- **The community's sensitivity to offensive language and conduct.** The standard of your work and manner in which you conduct yourself should always reflect favourably.
- **The potential for conflicts of interest to occur.** A conflict of interest is any situation that allows your personal interests to interfere with the performance of your duties.
- **The risks in accepting gifts and benefits.** All staff should use integrity, judgment and common sense when offered any kind of gift or benefit. A gift or benefit should not be accepted if believe to have been given to influence or compromise duties to the Institute.
- **The need to be fair and have respect for all people.** All staff should deal with every situation consistently, promptly, fairly, without discrimination and with courtesy.
- **The importance of ensuring effective and efficient use of public resources.** Public resources are any items paid for by the Institute. Staff have the responsibility for ensuring that resources are used efficiently and economically.
- **The need to respect the security and confidentiality of official information.** Staff should not disclose any confidential information gained whilst at work unless approved.

- **The appropriateness of public comment.** Public comment includes public speaking, comments to the media or in letters to newspapers. *Please refer to the NSW Institute of Sport Media Policy for further details.*
- **The conditions of accepting outside employment.** All secondary employment must be approved and must not show a conflict of interest to the Institute.
- **The appropriateness of political and community participation.** All staff should be aware of the potential for a conflict of interest and ensure that all political and community participation are kept separate from the Institute.
- **The importance of reporting behaviour that does not support the Institute's values.** It is expected that all staff report any instances of inappropriate behaviour committed by any other employee of the Institute
- **Child protection and Intervention.** Staff at the Institute must take the lead in child protection and intervention by providing a safe environment for all children and to recognize and report suspected child abuse and neglect. *Please refer to the NSW Institute of Sport Child Protection Policy for further information.*
- **Anti-Doping.** Staff at the Institute must understand and be compliant with the NSWIS Anti-Doping Policy and their responsibilities.

Institute's Values

Performance Based

Our operations are oriented towards achieving national team representation for world class performance with resources targeted according to performance and potential.

Athlete and Coach Focused

We will focus our efforts, expertise and resources towards supporting athletes and coaches to achieve their maximum potential both personally and competitively.

Commitment to Excellence

We are committed to the achievement of excellence across all areas of our operations through continuous improvement, innovation and efficient management.

Prestigious Image

We will promote world class performance, excellence, leadership, expertise and ethics to enhance our prestigious image internationally and nationally.

Teamwork

Our organisation adopts a team-based approach to deliver integrated and high quality services to our coaches and athletes within the international and national environment.

Fairness and Equity

We will incorporate fairness and equity in our operations and decision making.

Ethics

We will always promote the highest behavioural and ethical standards.

Responsibility and Accountability

We are committed to providing cost-effective and resource-efficient operations and will regularly monitor and review performance.

Communication – We will maintain and develop internal and external communication systems and processes in order to facilitate effective relationships with key stakeholders.