

## Code of Conduct

### Purpose

This code of conduct has been written in order to help representatives of the International Canoe Federation simultaneously meet high standards of professionalism and ethics, as well as displaying the appropriate behaviours in meetings and when interacting with each other. ICF representatives must abide by this code in order to meet the expectations of the organisation, ensuring canoeing is administered in a professional manner and with the most effective outcomes for the sport. All personnel elected, nominated, employed, or otherwise representing the ICF must abide by this code of conduct and the ICF code of ethics at all times.

### Professionalism and Ethics

An ICF representative must:

1. Exercise leadership, enterprise and judgement and act honestly, in good faith and in the best interests of the International Canoe Federation.
2. Behave in an ethical way and not engage in conduct or behaviours likely to bring canoeing or the International Canoe Federation into disrepute.
3. Respect the truth and act honestly, completing all required responsibilities for the role. Do not obtain, attempt to obtain, or accept any bribe or illegal inducement of any sort.
4. Respect confidentiality and not disclose or make improper use of any information acquired in connection with the role, nor disclose any information confidential to the federation.
5. Be consistent, objective and professional in judgement and when making decisions.
6. Show a duty of care and diligence in fulfilling the functions and exercising the powers attached to the position.
7. Comply with relevant laws, regulations and codes of practice. Particular attention should be paid to health and safety, employee relations, equal opportunity for employees, safeguarding and other legislative and regulatory initiatives.
8. Ensure communications with all stakeholders are timely, effective and unbiased, promoting goodwill amongst the canoeing community.

9. Be prepared, if necessary, to express disagreement with colleagues but accept the democratic outcome of a decision.

10. Declare any related party interests and not allow personal interests, or interest of any associated person, to conflict with the interest of the International Canoe Federation. Ensure the integrity of the actions of the International Canoe Federation by avoiding granting special favours or unfair privileges to anybody or entity.

11. Use resources responsibly and when claiming expenses do so in line with the relevant expenses policy.

### **Expected Behaviours for Meetings**

1. Endeavor to attend all meetings and be prepared, having properly studied the papers and subject matter for the meeting.

2. Take accountability for stimulating proactive support, explorations, dialogue and challenge, both in terms of content and behaviour.

3. Support each other: mentor, collaborate, and share in successes and setbacks.

4. Actively listen to each other, do not talk over others, and ensure everybody has an opportunity to fully contribute, respecting differing views.

5. Be open to innovative ideas and think creatively for new solutions.

6. Be open and flexible to change.

7. Step out of the detail to also see the big picture.

8. Share opinions internally, but be unified externally.

9. Optimally use the strengths within the team.

10. Maintain confidentiality unless agreed otherwise.

11. If someone is behaving in a manner contrary to this code, speak to them directly (not someone else) and openly about it in an appropriate environment.

### **Protect the International Canoe Federation's Reputation**

1. Agree not to speak as a representative of the ICF to the media or in a public forum without the prior knowledge and approval of the President or Secretary General.

2. When speaking as a Board Director of the ICF, comments must reflect current ICF policy and standpoint, even when these are contrary to personal views.

3. When speaking as a private citizen, agree to strive to uphold the reputation of the ICF and those who work within it.

4. Agree to respect organisational and individual confidentiality.
5. Agree to take an active interest in the ICF's public image, noting news articles, books, television programmes and the like about canoeing, about similar organisations or about important issues for the ICF and canoeing.
6. Agree to ensure that all the ICF activities are, so far as possible, sensitive to all issues relating to the protection of the environment.
7. Agree to promote, inform and propagate the concept and understanding of fair play and fair sporting attitudes.

### **Enhancing Governance**

1. Participate in induction, training and development activities.
2. Continually seek ways to improve governance best practice.
3. Help to identify good candidates for leadership and appoint new representatives on the basis of merit.
4. Support the President and other leaders in their efforts to improve their leadership skills.
5. Support the Secretary General and staff in their role and encourage appropriate development opportunities.

### **Departure**

1. Understand that substantial breach of any part of this code may result in my removal a representative position.
2. On resignation from any role, inform the President or relevant Chair in advance in writing, stating the reasons for resigning.
3. Participate in an exit interview if requested.

### **Specific responsibilities for the Board of Directors**

1. Endeavour to ensure that the Board is properly constituted and managed, and assist the Board in establishing the vision/aspirations, core purpose and values for the organisation. A Director should set strategy, delegate appropriately to management and be responsible to relevant stakeholders.
2. Recognise that each representative has individual and collective responsibility for ensuring the International Canoe Federation is financially viable and properly managed.

3. Endeavour to make sure that access between the Board and any auditors is open and unimpeded. A Director should be satisfied that the scope of any audit is adequate and that management and any internal auditors have co-operated fully.

Name of the representative:

Signed:

Date: