

ICF Board of Directors Code of Conduct

Purpose

This Code has been written in order to help Board of Directors of the International Canoe Federation simultaneously meet high standards of professionalism and ethics, as well as displaying the appropriate behaviours in board meetings and when interacting with each other. Directors of the Board 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 from board members' interactions with each other.

The Code of Conduct

Professionalism and Ethics

An ICF Board of Director should:

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, exercising all his/her responsibilities as a Director. He/she should 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 as a Director or disclose any information confidential to the company.
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 a Director's position.
7. 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.
8. 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.

9. Recognise that, as a member of the Board, a Director has individual and collective responsibility for ensuring the International Canoe Federation is financially viable and properly managed.
10. Endeavour to make sure that access between the Board and the auditors is open and unimpeded. A Director should be satisfied that the scope of the audit is adequate and that management and any internal auditors have co-operated fully.
11. Ensure communications with all stakeholders are timely, effective and unbiased, promoting goodwill amongst the canoeing community.
12. Be prepared, if necessary, to express disagreement with colleagues and accept that resignation or dismissal may sometimes be the ultimate consequence of a sustained protest on a matter of conscience or judgment.
13. 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.
14. Use resources responsibly and when claiming expenses do so in line with the Board of Directors Expenses Policy.

Board of Directors Behaviours

1. Aim to attend all Board meetings and be prepared having properly studied the papers.
2. Take accountability for stimulating proactive support, explorations, dialogue and challenge, both in terms of content and behaviour.
3. Support each other – mentor, collaborate, share in our 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.

Always moving forward

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

Protecting the International Canoe Federation's Reputation

1. Agree not to speak as a Director 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 prior consent has not been obtained, agree to inform the President or Secretary General at once when I have spoken as a Board Director of the ICF to the media or in a public forum.
3. When speaking as a Board Director of the ICF, comments will reflect current ICF policy even when these do not agree with my personal views.
4. When speaking as a private citizen agree to strive to uphold the reputation of the ICF and those who work in it.
5. Agree to respect organisational, Board and individual confidentiality.
6. 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.
7. Agree to ensure that all the ICF activities are, so far as possible, sensitive to all issues relating to the protection of the environment.
8. 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 for Board of Directors.
2. Continually seek ways to improve Board governance practice.
3. Help to identify good candidates for Directorship and appoint new Directors on the basis of merit.
4. Support the President in his/her efforts to improve his/her leadership skills.
5. Support the Secretary General in his/her executive role and, with my fellow Board members, seek development opportunities for him/her.

Leaving the board

1. Understand that substantial breach of any part of this code may result in my removal from the Board.

Always moving forward

6. On resignation from the Board, inform the President in advance in writing, stating the reasons for resigning.

7. Participate in an exit interview.

Name of the Board Director:

Signed:

Date: