



PISTOL AUSTRALIA INC.

CODE OF CONDUCT

INTRODUCTION

The Pistol Australia (PA) Code of Conduct [*the Code*] applies to all persons associated and/or involved with PA and its activities in any capacity regardless of membership to Pistol Australia or not. Such persons include, but are not limited to, the following:

- a) Employees, officials and volunteers appointed by PA and/or PA representatives to act on behalf of PA;
- b) Members of the PA Management and Executive Committees;
- c) Director and Committee members of any PA Sub-committee including the National Referee Council (NRC), the National Coaching Council and any other ad hoc sub-committee;
- d) Discipline Directors appointed by PA and/or representative of PA;
- e) Representatives and/or officials of PA State Associations and PA Clubs;
- f) Volunteers acting in any capacity on behalf of PA including, but not limited to, Judges, Referees, Range Officers, Safety Instructors, Coaches, trainers, fitness instructors and/or any other instructors and workers;
- g) Contractors and their employees;
- h) Competitors who are PA members who enter and/or participate in any activity, event or training camp held and/or sanctioned by PA;
- i) Competitors who are PA members and are selected by PA to represent PA and/or Australia at international competition;
- j) Individual members of PA;
- k) Any individuals who become involved in any with activities, functions and/or engagements of PA for whatever reason.

The purpose of the *Code* is for the protection of all stakeholders in ensuring that every individual is treated with respect, dignity and fairness and assured of his/her safety by preventing discrimination, harassment, abuse, child abuse and/or any other form(s) of inappropriate behaviour.

The *Code* may be amended from time to time by PA. PA reserves the right to take any and all appropriate disciplinary action against any person and/or organisation bound by the *Code* if breached. In the event that disciplinary action is deemed necessary and has commenced, the *Code* will apply to respective persons and/or organisations during and after they have ceased their association or employment with PA

It is the responsibility of all stakeholders to make themselves aware of the provisions of the *Code* at all time. Copies of the *Code* can be obtained from the PA office or from the PA website at www.pistol@pistol.org.au.

CORE VALUES

The *Code* is based on PA's core values and requires that all stakeholders are aware of and abide by these values;

- a) Honesty and integrity.

- b) Treat people with dignity and respect.
- c) Being responsive to the needs of others.
- d) Being open and transparent.
- e) Listen and communicate effectively.
- f) Accept full responsibility for one's actions.
- g) Be accountable for one's actions.
- h) Cooperate and work as a team.
- i) Value the health, wellbeing and safety of others especially juniors.
- j) Value diversity.

STANDARDS OF BEHAVIOUR

The *Code* requires every individual and/or organisation defined herein to adhere to the following standards of behaviour:

- a) Be a positive role model and promote PA in a positive light.
- b) Act in a manner that is ethical, fair and honest in all dealings with others and with PA;
- c) Treat everyone with respect and courtesy, having proper regard for their dignity, rights and obligations;
- d) Place, at all times, the safety and welfare of others particularly children above all other considerations;
- e) Comply with PA's constitution, rules and policies including the *Code*;
- f) Operate within the rules of the sport and in the spirit of fair play and good sportsmanship;
- g) Comply with all Australian laws, both federal and state, particularly, anti-discrimination, harassment and child protection laws;
- h) Do not discriminate against any person on the grounds of age, gender, race/nationality, sexual orientation or any other category other than that person's merit;
- i) Act responsibly and be accountable for your actions;
- j) Be diligent and perform in a manner that is conducive to the health, wellbeing and safety of yourself and others;
- k) Do not engage in any form of harassment towards any individual;
- l) Do not engage in any manner towards any individual that may be viewed as sexual harassment/abuse;
- m) Do not engage in physical, verbal, emotional abuse towards any other person;
- n) Do not engage in intimidating and/or bullying behaviour towards others;
- o) Behave professionally, honestly and with integrity;
- p) Commit to providing quality of service at all times;
- q) Do not behave in any manner that may bring the reputation of PA into disrepute;
- r) Do not use your involvement with PA to promote yourself ahead of or to the detriment/disadvantage of PA;

- s) Do not use your involvement with PA to promote your own beliefs, behaviours, standards and/or practices particularly when inconsistent with the beliefs, behaviours, standards and/or practices of PA;
- t) Do not make improper use of inside information, your status, power and/or authority, whatever that may be;
- u) Take appropriate steps to avoid conflict of interest, real or apparent, with your engagement with PA;
- v) Maintain confidentiality with respect to all information obtained in the course of any engagement and/or work performed on behalf of PA;
- w) Do not engage in the inappropriate disclosure, directly or indirectly, of any information regarding PA matters;
- x) Do not provide false or misleading information about PA and/or its stakeholders;
- y) Act with care and concern for others especially those who may be sick or injured;

GLOSSARY

Abuse – to treat others in a harmful, injurious or offensive way.

Accountable – to be answerable for one’s own actions.

Child Abuse – harmful, injurious or offensive treatment of a minor.

Cooperate – to work or act together for the common purpose and benefit of PA ahead of the individual.

Confidentiality – maintain strict privacy on matters of PA, spoken, written or by action.

Contractor – one engaged by PA to supply and/or undertake work on behalf of PA for payment of services rendered.

Courtesy – acting in a respectful, considerate and dignified manner towards others.

Dignity – maintain one’s self-respect or that of another.

Diligent – attentive and persistent in your efforts to accomplish a task.

Disclose – reveal to others

Discrimination – treatment or consideration of, or making a distinction in favour of or against a person or thing based on the group, class or category to which that person belongs rather than on the person’s merit.

Diversity – state of being different

Employee – individual employed for services rendered in exchange for specified remuneration.

Ethical – acting in a moral or principled manner and in accordance with the rules and standards for right conduct or practice.

Fair – free from bias, dishonesty and/or injustice.

Harassment – disturb, torment, bother, pester, persecute and/or attack verbally, sexually, physically and/or mentally.

Health – sound medical and physiological condition of body and mind.

Honesty – truthful, sincere and free from deceit and/or fraud.

Integrity – of moral and/or ethical principles.

Obligations – responsibility by which one is bound or obliged to fulfil out of duty.

Officials – one appointed and/or elected to office or position of duty.

PA Constitution – fundamental principles by which PA is governed.

PA Member – an individual having paid membership fees for a given period.

Physical Abuse – to use violence and harm or injure one in a physical manner.

Respect – to show due regard or consideration of another.

Responsible – to be reliable, dependable, accountable and answerable in fulfilling one's duties.

Responsive – acting readily and sympathetically to the task at hand.

Rights – provisions due to one by just claim, legal guarantee, moral principle etc.

Safety – freedom from risk, injury, danger or loss.

Sexual Harassment - disturb, torment, bother, pester, persecute and/or attack in a manner of sexual nature.

Stakeholder – one that has a share, investment and/or interest in PA for whatever reason.

Transparent – open, frank, candid and/or unobstructed.

Values – Ideals that guide appropriate standards of behaviour.

Verbal Abuse – to speak harshly, insultingly or unjustly about or to others.

Violent – physically, mentally and/or emotionally abusive and which causes injury.

Volunteer – one that willingly offers his/her services to perform a duty without pay and/or remuneration.

Wellbeing – in good physical, mental and emotional state of being.