



Definition of Ethics:

- The discipline of dealing with what is good and bad, with moral duty and obligation.
- A set of moral principles or values.
- The principle of conduct governing an individual or group.

Appendix:

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2. Code of Conduct
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Appendix A: Complaint Form

Trustee: Chairperson, Secretary, Treasurer

Statement of Values

Be Kind

Be Brave

Be Fierce

Embrace your inner Dragon!

It is expected of individuals both internal and external to the club, Medb's Dragon Warriors, who are involved with the club, to be always cognisant that our membership contains those recovering from or living with a cancer diagnosis and sensitivity towards each other must be upheld at all times.

All individuals are expected to conduct themselves in a manner that always embodies integrity and respect, domestically, nationally and internationally. The personal conduct of all individuals shall be above reproach in regard to any activity that may reflect upon the club. Any individual whose personal conduct directly reflects discredit upon the club shall be subject to such action as deemed appropriate by the club Trustees.

Code of Conduct

The following sets out expected standards of conduct for all individuals involved with the club, Medb's Dragon Warriors, on and off the water, locally, nationally and internationally:

- Hold paramount the safety, health and welfare of all persons involved in club activities.
- Act in such a manner as to uphold and enhance personal honour, integrity and the dignity both of themselves and of the club.
- Treat all individuals, leaders, other water users with courtesy, dignity and respect both on and off the water.
- Treat with respect and consideration all persons, without regard to characteristics such as gender, sexual orientation or gender identity, race, colour, religion, nationality, religion.
- Club members and individuals will respect the structures and the responsibilities of the club leaders such as trustees, committee members, club officers, coaches, helms, team managers and others in leadership roles.
- Club leaders will conduct themselves with positive leadership exemplified by open communications, respect, dedication, compassion and understanding.
- Club leaders will demonstrate the highest standards of personal integrity, truthfulness, honesty and fortitude in all activities in order to inspire confidence and trust in such activities.
- Club leaders will respect and protect privileged information to which they have access in the course of their duties.
- Club members and individuals involved in club activities will demonstrate the highest standards of personal integrity, truthfulness, honesty, respect, compassion, and fortitude in all activities.
- Club members and individuals involved in club activities will avoid at all times the use of discriminatory or offensive language and behaviour.
- Bullying in any form will not be tolerated by any individual at any time.

Coaches Code

In addition to the afore stated standards, coaches shall be bound to the additional standards of conduct:

- **Competence:** Coaches will strive for excellence in their role. They will recognise their strength, abilities and limitations. They will provide coaching only for those techniques they are qualified for by education, training or experience. The coach will at all times endeavour to protect the welfare of participants.
- **Integrity:** Coaches will seek to promote integrity in their work and be honest, fair, and respectful of others. The coach will at all times take ownership of a comment, indiscretion or action deemed offensive by an individual under their instruction and make amends with immediate effect.
- **Respect and Dignity for Participants:** Coaches will respect the fundamental rights, dignity and worth of all participants and will strive to be aware of sensitivity amongst participants, cultural, individual and role differences including those relating to age, gender, ethnicity, nationality, sexual orientation, gender identity, language and socioeconomic status. Coaches will make every effort to eliminate the effect on their duties based on the afore mentioned factors, will not knowingly participate in or condone unfair discriminatory practices and if in breach of any of the afore mentioned, will take ownership and make amends with immediate effect.
- **Reporting Violations and Retaliation:** Coaches are required to report any known or suspected violations of this Code including any individual who engages in harassment or retaliation or allows such behaviour to occur. Coaches will report any ethics or integrity concerns as directed in the complaints section. Coaches are strictly forbidden from retaliating against any individual who reports, in good faith, a concern about known or suspected violations of the Code.

Members Code

In addition to the afore stated standards, members shall be bound to the additional standards of conduct:

- **Respect and Dignity:** Members will respect the fundamental rights, dignity and worth of all individuals and will strive to be aware of sensitivity amongst individuals, cultural, individual and role differences including those relating to age, gender, ethnicity, nationality, sexual orientation, gender identity, language and socioeconomic status. Members will not knowingly participate in or condone unfair discriminatory practices and if in breach of any of the afore mentioned, will take ownership and make amends with immediate effect.
- **Integrity:** Members will seek to promote integrity in themselves and the club and be honest, fair, and respectful of others. Members will at all times take ownership of a comment, indiscretion or action deemed offensive by an individual involved in club activities and make amends with immediate effect.
- **Reporting Violations and Retaliation:** Members will report any ethics or integrity concerns as directed in the complaints section.

Harassment and Discrimination

Definition:

Any unwelcome physical, verbal or non-verbal conduct toward another person that creates an intimidating, hostile, humiliating or offensive environment, as viewed from the perspective of a reasonable person.

- Prohibited conduct includes harassment that is verbal eg derogatory statements, slurs, derogatory comments, or jokes...physical eg assault, inappropriate physical contact...visual eg making derogatory gestures, posting derogatory text in group chats, email or on social media platforms.
- An aggregation of less serious incidents can constitute harassment, even if one of the incidents on its own might not be harassment.
- The club strictly prohibits and will not tolerate harassment or discrimination against any individual based on gender, sexual orientation or gender identity, race, colour, religion, nationality, religion.
- Harassment and other forms of discrimination are prohibited at all club related events, including but not limited to practices, competitions, festivals.
- Any individual who is subject to harassment or discrimination, or witness such behaviour, should report it using the complaints procedure as directed in the complaints section.

Sexual Harassment

Definition:

Any harassment based on a person's sex or gender involving persons of the same or different genders. It can include a range of subtle or not so subtle behaviours that are unwelcome, uninvited, offensive or uncomfortable, creating a hostile environment for an individual.

The club prohibits the following behaviours:

- Engaging in unwelcome sexually suggestive physical contact or touching.
- Physical assault of a sexual nature or indecent exposure.
- Making unwelcome sexual or romantic advances towards any individual, including sexual flirtations, subtle pressure or requests for sexual activity.
- Sexually explicit or offensive communications whether verbal or written.
- Displaying, storing, recording, reproducing, forwarding, transmitting or arranging to receive pornographic, sexually oriented or sexually suggestive images, objects, recordings, text, publications or materials at any club events local, national or international.

Retaliation and Discipline

Retaliation: No individual shall engage in acts of retaliation, or threats of retaliation against any individual who, in good faith, reports any suspected discrimination, harassment or any other violation of this Code.

The club strictly prohibits any kind of reprisal, intimidation or retaliation for good faith reporting of suspected violations of this Code.

Any individual who becomes aware of any instance or threat of retaliation in violation of this Code should report the incident using the complaints procedure as directed in the complaints section.

Discipline: Any individual who is found, as a result of an investigation, to have engaged in discrimination, harassment or retaliation in violation of this Code will be subject to disciplinary action, up to and including removal from club positions or teams, disqualification from participation in club activities, and termination of club membership.

Complaints

The following sets out policies and procedure for reporting allegations of violations of the Code and for how those allegations will be investigated and resolved.

Filing a complaint: Any individual who is subject to behaviour they believe violates this Code, has witnessed such behaviour, or otherwise has reason to believe that an individual has violated this Code should:

- Submit the complaint form (appendix A) within 5 days, including as much detail as possible.
- Deliver the completed form to a member of the Trustees or Committee by any means available eg email, post, hand.
- Reference any supporting documentation in your complaint and include as an attachment when submitting the complaint.

Complaint Review

- Upon receipt of a complaint, the Trustees shall conduct a brief initial review determining whether the complaint meets the established criteria for review.
- During the review process, the Trustees shall not disclose any information to any non-involved individuals.
- The Trustees may request additional information from the complainant and/or individual(s) named in the complaint.
- The review process may include the following...(this list is not finite)...**a)** interview the complainant...**b)** interview the individual(s) named in the complaint...**c)** interview any witnesses...**d)** seek advice from NGB or other authorities as deemed necessary.

Complaint Resolution

- The Trustees will mediate with the complainant and respondent and facilitate a resolution if both are agreeable.
- The Trustees will forward the complaint to an appropriate outside authority if deemed necessary.
- The complaining party and the responding party will be provided with a relevant summary of the outcome of the investigation.

Equipment Care

Club equipment is available for use by members and individuals involved in club activities. All equipment is to be handled with care and checked before use for any wear or damage. Any damage is to be reported immediately to a club leader.

While every effort is made to ensure equipment is in good repair and safe to use, it is each individual's responsibility to check equipment before use and report any damage immediately.



