



PURPOSE

The purpose of this Code of Conduct is to clarify the standards of behaviour, obligations and responsibilities in the workplace and ensure a fair and transparent management of behavioural standards for all Australian Calisthenic Federation (**ACF**) Board and Team Members.

Our Code of Conduct is also a statement of our corporate ethics and philosophy, and underpins our business decisions, actions and behaviour.

BOARD AND MANAGEMENT COMMITMENT

The Code of Conduct has been endorsed and adopted by the Board of ACF. The Board and Management are committed to complying with legislation and promoting a culture of fair and ethical behaviour.

Risk Management

The recognition and management of risk is critical. We manage risk within ACF through policies and controls and through a system of delegation.

Compliance

Apart from multiple check points within the business, external auditors are also engaged to ensure operations and procedures are followed.

Health and Safety

ACF is committed to providing a safe workplace and making sure that none of our organisational decisions compromise our commitment to health and safety.

Equitable working environment

ACF aims to maintain a working environment free from discrimination and harassment, where all Board and Team Members work in an environment where they are treated fairly.

TEAM MEMBER RESPONSIBILITIES

The following outlines the professional conduct expected of all ACF Team Members whilst carrying out their role and responsibilities.

All Team Members will ensure they:

- Do not threaten, coerce and or intimidate any Team Members by using improper language, physical violence or other disorderly conduct.
- Do not harass or discriminate against any Team Members.
- Do not carry any weapons, explosive or inflammable substances to ACF premises.
- Do not engage in gambling activities or behave disruptively or disorderly on ACF premises.
- Do not willfully damage, destroy, steal or deface any ACF property.
- Do not distribute unauthorised literature within or outside the business.
- Do not place unauthorised documents on ACF website or social media accounts.
- Maintain the principles of equal opportunity and respect diversity.



- Dress appropriately and maintain personal appearances with a professional outlook.
- Follow all reasonable management instructions.

Values based behaviour

Our values of collaboration, leadership, inclusion and progression means that we will:

- Working together to achieve our goals.
- Be bold, brave and achieving results.
- Respect each other, our sport, our potential and our differences.
- Do everything we can to be better tomorrow than we are today.
- Inspire people to connect and participate.

Conflict of Interest

A conflict of interest occurs when we have an interest outside ACF that could prejudice or improperly influence our judgement or the performance of our professional duties and obligations. We should recognise that our primary business responsibility is to ACF.

If a conflict of interest arises or may arise, you must disclose this to the National Operations Manager, or President of the Board in the event that the National Operations Manager has a conflict of interest, so that it can be dealt with appropriately. Depending on the nature and extent of the conflict of interest, relevant actions and measures may be taken.

Improper use of position, information, assets

We do not use our position, nor information acquired by virtue of our position, to obtain an advantage for ourselves or someone else or to cause detriment to ACF.

We do not misuse ACF assets. We use all goods, services and facilities provided by ACF (for example computers, computer systems and data, telephones, office equipment and corporate credit cards) in accordance with the terms in which they are provided and for work use only, unless otherwise agreed.

Gifts, hospitality and bribes

We may only accept and give token gifts and modest hospitality and professional courtesies. All gifts, benefits or hospitality must be declared to the National Operations Manager.

We must not accept or give a gift or courtesy that could either lead to, or be seen to lead to, a conflict of interest such that our judgement is prejudiced or improperly influenced.

We do not offer or accept bribes or engage in corruption.

Drug and Alcohol use

We all want to work in a safe, healthy and productive workplace. Therefore, we do not misuse prescription drugs, or use or possess illicit drugs. We do not consume alcohol where it affects work performance, public relations, safety or where it breaches the law.

Confidentiality and privacy

We each owe an obligation of confidentiality to ACF covering information about ACF. This information may not be used or



disclosed except in performing our duties or as required by law.

We are committed to safeguarding our Board and Team Members privacy by making sure that personal information is protected.

Compliance with laws and policies

We are all required to comply with legislation and with ACF's policies, including this Code of Conduct Policy.

A breach may result in disciplinary action, including termination of employment. Additionally, in the case of a breach of the law, there may be legal consequences.

Reputation of ACF

We need to ensure that our actions don't adversely affect the reputation or interests of ACF or its members.

REPORTING CONCERNS

ACF is committed to promoting a culture of compliance and ethical behaviour. We will make sure that the protection offered under this Code of Conduct is applied to anyone who reports concerns in good faith.

Reporting Breaches

It is the responsibility of every Team Member to report any breach or potential breach of the Code of Conduct as soon as practicable. Suspected or actual breaches of this Code of Conduct can be reported to the Board.

ACF is committed to ensuring that Team Members can report breaches or suspected breaches of this code without fear of harassment, victimisation or discriminatory treatment.

SIGN OFF

I have read this Code of Conduct, understand it, and agree to be bound by its guidelines.

Name

Signature

Date