



CODE OF CONDUCT

A Code of Conduct for the Executive, Secretariat, Commissions and Committees of the
Papua New Guinea Olympic Committee

Version	Date reviewed	Date endorsed	Content reviewed/purpose
1.1	May 25 th 2021	June 7 th 2021	To incorporate the principles and guidelines from the PNGOC Athlete Safeguarding policy and the Child Protection Policy
1	Created [18 October/2016]	[19 October/2016]	• [Original Version]

1. Introduction

The Papua New Guinea Olympic Committee Incorporated ('PNGOC') is an association incorporated under the *Associations Incorporation Act 1966* ('the Act').

The PNGOC is the steward of the Olympic, Commonwealth and Pacific Games movements in Papua New Guinea and in accordance with the respective Charters, is charged with the development and protection of those sporting movements in Papua New Guinea.

The PNGOC's Code of Conduct defines the most important principles of behaviour and conduct for the organisation. The observance of the principles laid down in the Code of Conduct is essential to the PNGOC and its objectives, in particular to promote its vision to support Papua New Guinea's elite athletes in achieving sporting excellence, thereby inspiring and uniting Papua New Guineans.

The PNGOC has adopted this Code of Conduct with the understanding that it will not cover all situations but with the expectation that the people who work for, or on behalf of or are engaged by the PNGOC conduct themselves consistent with the spirit with which it seeks to operate, in support of the PNGOC's Vision, Mission and Values.

The PNGOC is a contemporary and innovative organisation which has a strong foundation built on excellence, integrity and professionalism. Adherence to this Code of Conduct and the principles contained herein, will ensure the good name and reputation of the PNGOC is maintained and that it continues its pursuit to be a leader in its field.

2. Applicability

This Code of Conduct applies to all Directors, employees, contractors, members of Committees and Commissions and volunteers of the PNGOC ('We').

3. Values

In the observance of this Code of Conduct, We will be guided by our Values of Honesty; Excellence; Respect; and Openness – 'HERO'.

4. Principles

(a) Performance of Duties

In the exercise of our powers and discharge of our duties, we will:

- (i) Act in accordance with the Constitution and all by-laws, policies and official statements of the PNGOC, the Olympic, Commonwealth and Pacific Games Charters, and this Code of Conduct.
- (ii) Exercise a reasonable degree of care and diligence to maintain and enhance the good name, success and reputation of themselves and the PNGOC.
- (iii) Act with the highest standards of loyalty, honesty, candour and decorum.
- (iv) Ensure not to use our positions for personal reward or advantage or to cause detriment to the PNGOC.
- (v) Will not act in a manner which may bring the Committee or the PNGOC into disrepute.
- (vi) Act in good faith in the best interest of the PNGOC.

(b) Good Governance

- (i) We will respect and promote the Basic Universal Principles of Good Governance of the Olympic and Sports Movement, in particular transparency, responsibility and accountability.

(c) Integrity

- (i) We will, at all times, act with the highest degree of integrity, and particularly when taking decisions, act with impartiality, objectivity, independence and professionalism.
- (ii) We are against all forms of corruption and will not engage or attempt to engage in, under any circumstances, acts or activities which are in contravention of any anti-corruption law, statutes, by-laws, regulations or policies to which the PNGOC is subject.

(d) No Compensation

- (i) Except for those engaged as an employee or by a contract for services, we shall not accept any compensation or bonus of any kind in consideration for our services to the PNGOC. We may however, be reimbursed for our travelling, accommodation and other justified expenses incurred in the carrying out of our functions.
- (ii) We will not, under any circumstances, demand or accept personal gifts in connection with the performance of our duties and will not offer or grant gifts of cash, or gifts equivalent to cash, to any private individual or public official.

(e) Conflicts of Interest

- (i) We will be subject to the PNGOC's Conflict of Interests Policy that requires any conflicts of interest, whether actual or apparent be disclosed as soon as practicable to the Secretary General and Legal Advisor.
- (ii) We will carefully avoid creating improper conflicts of interest, whether actual or apparent.
- (iii) In addition, we will complete an annual (Register of Interest Form).

(f) Non Discrimination and Harassment

- (i) We are committed to being a diverse organisation who promotes equal opportunity for all where no person is unfairly treated, disadvantaged, favoured, harassed, or ostracized because of age, race, religion, politics, gender, sexual orientation or other characteristic.
- (ii) We will be subject to the PNGOC's Gender Equity Policy and take all reasonable steps to practice and promote the principles outlined therein.
- (iii) When engaging with athletes, children (minors) or young people, we are subjected to the principles and guidelines outlined in the PNGOC's Athlete Safeguarding Policy and the Child Protection Policy.
- (iv) We will not engage in any form of physical or verbal harassment based on the above mentioned characteristics or any other characteristic.

(g) Confidentiality

- (i) We will not breach the confidentiality of the affairs of the PNGOC, nor will we use information acquired during the course of exercising our duties improperly to gain, directly or indirectly, an advantage for ourselves or for any other person or to cause detriment to the PNGOC.

(h) Doping and Drugs

- (i) We are strictly against drugs and all doping practices and will take all reasonable steps to promote and encourage compliance of the PNGOC's Anti-doping By-law.

(i) Social Media and Public Statements

- (i) We will adhere to the PNGOC's Social Media Policy at all times and more particularly, not publish or make any statements that may bring ourselves or the PNGOC into disrepute.
- (ii) All public statements made on behalf of the PNGOC shall first be approved by the Secretary General before they are published.
- (iii) We will not make any statements on behalf of or which seek to bind the organisation without first seeking the prior approval of the PNGOC.

5. Reporting Obligations

The PNGOC maintains an "open door" for anyone who has questions or concerns and will support all efforts to comply with this Code of Conduct.

Any actual or potential violations of this Code of Conduct should be reported to the Secretary General or Legal Advisor of the PNGOC who will take all necessary steps to uphold the principles outlined in this Code of Conduct.

Under no circumstances will an individual be subject to any disciplinary or retaliatory action for reporting, in good faith, a report of a violation or potential violation of the Code of Conduct.

6. Acknowledgement

This Code of Conduct will be brought to the attention of all Directors, employees, members of Commissions and Committees and volunteers of the PNGOC upon election, appointment or engagement and be available, upon request to those who are interested.

Adopted by the Executive Board of the Papua New Guinea Olympic Committee on 19 October 2016

Amended on: 7th June 2021

As an/a Employee, Executive Board Member, Committee Member, Contractor and Volunteer (circle one that is relevant) of the Papua New Guinea Olympic Committee, I (Name) _____, have read, understood, and agreed to comply with the PNGOC Code of Conduct.

I understand that a breach of the Code of Conduct may result in my appointment or association with the organization to be terminated. I also understand that a breach of the Code of Conduct could result in criminal prosecution.

Sign: _____

Date: _____