



Volunteers and Officials Code of Ethics Guidelines

<i>Version</i>	<i>Date</i>	<i>Author</i>	<i>Changes</i>
1.0	14/05/2014	Kieron Stout	New Version Board Approved 2014
1.1	27/07/2020	Kieron Stout	New Code of Conduct
2.0	5/12/2022	Kieron Stout	Change IAAF to World Athletics and general text changes Definition of work removed, references to employment acts removed. Board Approved 5 th December 2022

Integrity, Equality and Dignity

Athletics Ireland values the contribution, commitment, and skills of all its volunteers and officials. It is committed to ensuring a safe and fair environment for all. This is accomplished by adherence to the World Athletics and AAI Code of Ethics.

A volunteer is defined as a person engaged in voluntary activities on behalf of the Athletic Association of Ireland, its regions, counties and clubs. Volunteers participate in coaching and administration at club, county, regional and national level. It is acknowledged that volunteers and officials give freely of their time and are required to follow the guidelines set out in the Code of Ethics.

Athletics Ireland is committed to the principles of the Employment Equality Act, 2004, which prohibits discrimination on the following grounds: Gender, Civil Status, Family Status, Sexual Orientation, Religious Belief, Age, Disability, Race and membership of the Traveller Community.

Athletics Ireland recognises that each volunteer has a unique contribution to make and seeks to develop the full potential of all its volunteers. Athletics Ireland is committed to a policy of treating all volunteers with dignity and respect and providing a safe environment which is free from harm including all forms of bullying, harassment.

Bullying and all forms of harassment are unacceptable forms of behaviour which:

- Can be illegal
- Will be regarded as gross misconduct

All complaints of bullying and harassment will be taken seriously, dealt with promptly, sensitively and in a confidential manner, consistent with ensuring fairness and the principles of natural justice. A complaint of bullying, harassment or sexual harassment may, following investigation, lead to disciplinary action and/or referral to the statutory authorities.

Complaints Procedure

Bullying and harassment are unacceptable forms of behaviour which can seriously affect the wellbeing of volunteers. They will not be tolerated, whether they are aimed at other employees / clients / customers / associates / volunteers of Athletics Ireland or members of the public. Complaints about such behaviour will be dealt with under Athletics Ireland's complaints and disciplinary procedures. There is both an informal and formal approach to dealing with complaints.

Informal Procedure

It is often preferable for all concerned that complaints of harassment or bullying are dealt with informally whenever possible. This is likely to produce solutions, which are speedy, effective and minimise embarrassment and risk of breaching confidentiality.

- Thus, in the first instance, a person who believes that they are the subject of harassment or bullying should ask the person responsible to stop the offensive behaviour. When the action does not result in a cessation of the harassment or bullying, or where a more serious incident has arisen, formal procedure should be followed.
- It is recognised that it may not always be practical to use the informal procedure particularly where the harassment or bullying is serious or where the people involved are at a different level in the association. In such instances the person should use the formal mechanisms set out below.

Formal Procedure

Where the formal complaints have been made, the party should contact the people listed below as soon as possible. If this is inappropriate, then the party should contact a senior member of management. The person making the complaint will be required to put their allegation in writing. The Athletics Ireland Complaints and Disciplinary process as per the policy on the Athletics Ireland website will apply.

The persons who should be contacted are:

- a) President
 - b) Chair of Finance & Risk
 - c) CEO
- In the interests of natural justice, the alleged harasser will be made aware of the nature of the complaint, his or her right to representation, and will be given every opportunity to respond to the allegations made.
 - Whilst it is desirable to maintain the utmost confidentiality, once the investigation of an issue begins it may be necessary to interview other staff.
 - When the investigation has been completed both parties will be informed as to whether or not the complaint has been upheld.
 - From the findings of the investigation, Disciplinary Procedures may be invoked.
 - All complaints received will be treated seriously, confidentially and dealt with as soon as is practicable. Strict confidentiality and proper discretion will be maintained as far as possible, in any necessary consultation to safeguard both parties from innuendo and harmful gossip.
 - The person to whom the complaint is made will maintain a record of all relevant discussions, which take place during the course of the investigation.

Appeals Mechanism

On receipt of the investigators report either party may appeal the investigation process and/or outcome. The appeal should be made in writing within 10 days of the issue of the report, outlining the reasons for the appeal. The Athletics Ireland appeals process as part of the dispute resolution process will apply.

Definitions**Bullying**

Bullying is defined as 'repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, , which could reasonably be regarded as undermining the individual's right to dignity.'

An isolated incident of the behaviour in this definition may be an affront to dignity but as a once-off incident is not considered to be bullying.

Bullying may take subtle or insidious forms, which gradually wear a person down over a period of time. Bullying often takes place where there are no witnesses, and the victim is afraid to make a complaint because they fear they may not

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be believed or that the bullying may get worse. In some cases, witnesses to incidents of bullying may be afraid to come forward.

A pattern of the following behaviours are examples of types of bullying.

- Exclusion with negative consequences
- Verbal abuse/insults
- Being treated less favourably
- Intrusion- pestering, spying or stalking
- Menacing behaviour
- Intimidation
- Aggression
- Undermining behaviour
- Excessive monitoring
- Humiliation
- Withholding key information
- Repeatedly manipulation
- Blame for things beyond the person's control
- Making it difficult to have access to information
- Aggression/Aggressive Behaviour
- Not giving credit for excellent contribution
- Intimidation and threats in general
- Use of bad language to colleagues or management

Definitions

Harassment

"Harassment is any form of unwanted conduct related to any of the discriminatory grounds which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person"

A single incident may constitute harassment.

The harassment must be based on the relevant characteristic of the person, as outlined in the Equality Act 2004. The nine grounds are: Gender, Civil status, Family Status, Sexual Orientation, Religious Belief, Age (applicable to anyone between the ages of 18 and 65), Disability, Race and Membership of the Traveller Community.

Harassment in this instance means harassing someone because of belonging to or perceived as belonging to any one or a number of these grounds. The following are some examples of harassment, which may occur and specifically relate to one of the grounds mentioned above.

- Verbal harassment- jokes, comments, ridicule
- Written harassment- including faxes, text messages, email/notices/written offensive articles/social media
- Physical harassment- threatening, pushing, or any form of assault
- Visual displays- posters emblems, or badges
- Isolation or exclusion from social activities

Sexual Harassment

“Sexual harassment is defined as any form of unwanted verbal, non-verbal or physical conduct of a sexual nature which has the purpose or effect of violating a person’s dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.”

A single incident may constitute sexual harassment.

Examples of this type of harassment include:

- Sexual gestures.
- Displaying sexual suggestive objects, pictures, and calendars or sending suggestive and pornographic correspondence.
- Unwelcome sexual comments and jokes.
- Unwelcome physical conduct such as pinching, unnecessary touching, etc.
- Leering or sexual suggestive gestures
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Victimisation

Victimisation as a result of reporting harassment or bullying or for those who cooperate with procedures of an investigation will also be regarded as a serious breach of discipline.



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Athletics Ireland Volunteers and Officials Code of Conduct

Volunteers are obliged to:

- Consider the wellbeing and safety of participants before the development of performance.
- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Make sure all activities are appropriate to the age, ability and the experience of those taking part.
- Promote the positive aspects of the sport (e.g., fair play)
- Display consistently high standards of behaviour.
- Follow all guidelines laid down by the national governing body and the club.
- Hold appropriate qualifications and insurance cover.
- Never exert undue influence over participants to gain personal benefit or reward.
- Never condone rule violations, rough play or the use of prohibited substances.
- Encourage participants to value their performances and not just results.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Never use foul or inappropriate language.
- Never engage in any form of sexual relations with anyone under the age of 18, or vulnerable adults.
- Read, understand and put into practice the Code of Ethics for Athletics.

I have read and accept the above code of conduct for volunteers and officials.

Signed:

Name:

Date:
