

i can win

Together We Can Win

Code of Conduct

Fairness, respect, integrity and
responsibility



Icanwin Statement

As coaches, members of staff and volunteers of Icanwin Sports, we have significant influence in providing experiences that inspire, challenge and develop the teaching and learning of sports and fitness.

We can do this by promoting an organisational culture of innovative thinking and continuous self development, as well as by creating a place where people are proud to work.

The values that underpin our work include fairness, respect, integrity and responsibility.

We demonstrate these values in our daily work by:

- providing quality services to public education and training, whether in the classroom, the playground or the community
- being consistently honest, trustworthy and accountable
- being courteous and responsive in dealing with others
- being committed to social justice by opposing prejudice, injustice and dishonesty
- making decisions that are procedurally fair to people and which avoid discrimination, for example, on grounds such as gender, race, religion and culture
- promoting dignity and respect by avoiding behaviour which is, or might reasonably be perceived as harassing, bullying or intimidating
- maintaining professional relationships with:
 - students
 - parents and carers
 - colleagues,
 - business partners
- working collaboratively with colleagues to reach our common goals
- maintaining and developing our professional and work practices
- acknowledging our stakeholders as partners in our work, and
- behaving in ways that advance public education and training.

Introduction

The main legislation applying to employees is:

Teaching Service Act 1980

Education (School Administrative and Support Staff) Act 1987

Technical and Further Education Commission Act 1990

Public Sector Employment and Management Act 2002.

The following legislation is also relevant:

Anti-Discrimination Act 1977

Crimes Act 1900

Freedom of Information Act 1989

Independent Commission Against Corruption Act 1988

Industrial Relations Act 1996

Occupational Health and Safety Act 2000

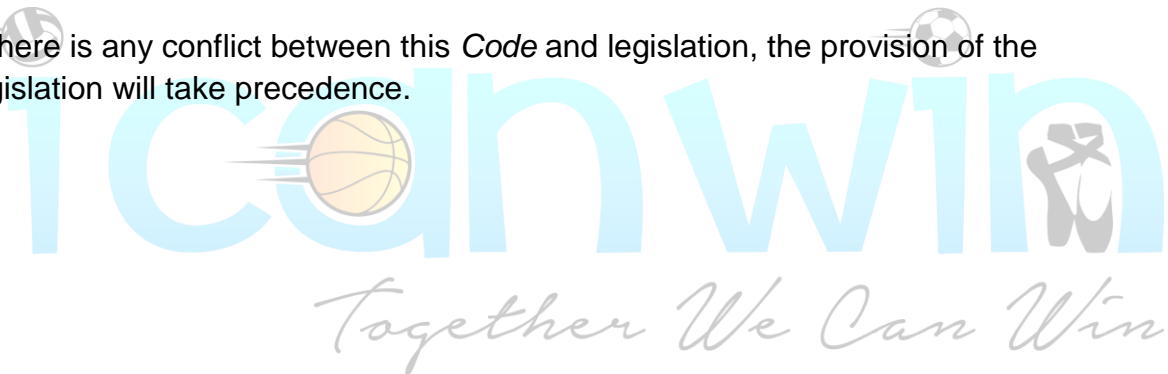
Ombudsman Act 1974

Privacy and Personal Information Protection Act 1998

Protected Disclosures Act 1994, and

Public Finance and Audit Act 1983.

If there is any conflict between this Code and legislation, the provision of the legislation will take precedence.



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What is the purpose of the Code of Conduct?

The aim of this *Code* is to establish a common understanding of the standards of behaviour expected of all employees and volunteers of Icanwin Sports.

This *Code* does not attempt to provide a detailed and exhaustive list of what to do in every aspect of your work. Instead, it represents a broad framework that will help you decide on an appropriate course of action when you are faced with an ethical issue.

While Icanwin Sports is often referred to as one entity responsible for decisions and outcomes, the reality is it is a large and complex organisation that achieves good outcomes when employees and volunteers exercise sound judgement in fulfilling the duties of their particular roles. This also requires the Director and Senior Management team to supervise, support and provide training to staff.

The *Code* places an obligation on all of us to take responsibility for our own conduct and work with colleagues cooperatively to establish consultative and collaborative workplaces where people are happy and proud to work.

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Who has to comply with the Code of Conduct?

This *Code of Conduct* applies to all employees and volunteers of Icanwin Sports whether employed on a permanent, temporary or casual basis. It also applies to members of the Senior Management Team (SMT) and Director who must also comply with the current ***Code of Conduct and Ethics for Public Sector Executives***.

3.1 By accepting employment with Icanwin Sports, you must be aware of and comply with this *Code*.

3.2 Therefore, you must:

- i. engage in personal or professional conduct that upholds the reputation of Icanwin Sports
- ii. apply Icanwin Sports policies and procedures
- iii. act ethically and responsibly, and
- iv. be accountable for your actions and decisions.



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What does the Icanwin Sports expect of its employees and volunteers?

As an employee or volunteer, you should be aware of Icanwin Sports policies, procedures and delegations, particularly those that apply to your work. Many of these are available online; others may be made available to you through induction and training and development programs.

If you are uncertain about the scope or content of a policy with which you must comply, you should seek clarification from the Senior Management Team (SMT). You should also be familiar with the legislation under which you are employed as this may specify requirements with which you need to comply. The Senior Management Team (SMT) are required to inform their staff about this essential information and to make the documents readily accessible to them.

4.1 As an employee or volunteer, you are expected to:

- i. perform your duties to the best of your ability and be accountable for your performance
- ii. follow reasonable instructions given by either the Head Coach or SMT
- iii. comply with a lawful direction
- iv. carry out your duties in a professional, competent and conscientious manner, while seeking suitable opportunities to improve your knowledge and skills, including through participation in relevant professional development
- v. act honestly and in good faith in providing advice or service that is honest, impartial and comprehensive, irrespective of your personal views on a matter
- vi. be courteous and responsive in dealing with your colleagues, students and members of the public
- vii. work collaboratively with your colleagues
- viii. be mindful of your duty to the safety of yourself and others and be aware that if your conduct has the potential to damage the reputation of Icanwin Sports, even if it is in a private capacity, this could lead to disciplinary action.

4.2 If your role requires you to manage or supervise staff, in addition to the above responsibilities you are also expected to:

- i. promote collaborative and collegial workplaces by developing a positive working environment in which all employees can contribute to the on-going development of Icanwin Sports
- ii. exercise leadership by working with your staff to implement performance and development processes provided to you by the Senior Management Team.
- iii. provide on-going support and feedback to your staff

- iv. establish systems within your area of responsibility which support effective communication and consult with and involve your staff in appropriate decision-making
- v. take appropriate action if a breach of the *Code of Conduct* may have occurred.



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What happens if I breach the Code of Conduct?

As an employee/volunteer, you hold a position of trust and are accountable for your actions.

5.1 Consequences of inappropriate behaviour (as defined in the Disciplinary Procedures Policy) and breaches of this *Code* are described in the various employment legislation and regulations, and in the corresponding guidelines.

5.2 If you are a supervisor or manager, you have a responsibility to address a possible breach of the *Code of Conduct* by any employee/volunteer as soon as you become aware of it. Each case should be determined on the facts and circumstances when deciding on the appropriate action to take, including reporting of serious matters and those where an employee/volunteer has failed to follow a reasonable direction.

5.3 Other employees/volunteers must also report possible breaches by colleagues to the Senior Management Team. If the possible breach is by the SMT then it should be reported directly to the Director.

5.4 The options, to consider when deciding what action to take include:

- the seriousness of the breach
- the likelihood of the breach occurring again
- whether the person has committed the breach more than once
- the risk the breach poses to employees, students or any others, and
- whether the breach would be serious enough to warrant formal disciplinary action.

5.5 Actions that may apply to proven (after investigation) breaches of the *Code* can include management or remedial action, or disciplinary action ranging from a caution and reprimand to dismissal from Icanwin Sports.

5.6 The outcome of criminal proceedings against employees/volunteers may be considered as possible breaches of the *Code of Conduct* and action, including disciplinary action, may be taken.

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Reporting concerns about an Employees/volunteers conduct

Icanwin Sports is committed to supporting employees/volunteers who report concerns about the conduct of their colleagues. Such conduct includes corrupt conduct, maladministration and serious and substantial waste. You can do this by reporting these matters to the Director or the Senior Management Team (SMT).

6.1 All employees are required by law to inform the Director if they are charged with or convicted of a serious offence (those punishable by 12 months or more in gaol).

6.2 If you become aware of a serious crime committed by another person, you are required to report it to the police.

6.3 You must report possible 'risk of harm' to children or young persons to the Senior Management team who will then determine what action is required.

6.4 You must also report your concerns about the inappropriate actions of any other employee/volunteer that involves children or young people directly to the Senior Management Team (SMT). They will deal with the information in line with the Disciplinary Procedures policy and the policy **Responding to Allegations against Employees in the Area of Child Protection**.

6.5 All employees/volunteers are required to report suspected instances of suspected corrupt conduct, maladministration or serious and substantial waste to the Director.

6.6 Employees/volunteers reporting matters of suspected corrupt conduct, maladministration or serious and substantial waste may be subject to the protections offered by the **Protected Disclosures Act 1994**.

6.7 If you are aware that such a report has been made, it is essential that you do not take detrimental action against the complainant in reprisal for reporting it. This includes any action that could reasonably be perceived to be detrimental action in reprisal.

6.8 Anyone who takes detrimental action against an employee/volunteer in reprisal for having made a *Protected Disclosure* is committing a criminal offence, which could result in imprisonment if convicted. Detrimental action will also be treated as serious misconduct by Icanwin Sports and would be dealt with as a disciplinary matter, which could lead to dismissal.

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Respect for people

Icanwin Sports is committed to a workplace that provides *dignity and respect*. Our daily interaction with others reflects on the reputation of Icanwin Sports. Therefore, all employees/volunteers are expected to be approachable, courteous and prompt in dealing with other people, including young people, students, other employees (irrespective of their position or seniority), and members of the community.

In dealing with other people, you should be able to accommodate and tolerate different opinions and perspectives, and sort out your disagreements by rational discussion. Rational discussion presupposes that there is open communication and the freedom to voice of another point of view. Such a discussion should not involve verbal abuse or physical intimidation.

For example, you may criticise a person's ideas but you should not criticise the person; and you should not verbally abuse, vilify or belittle students or colleagues (including your supervisors) personally or to others.

7.1 You must not discriminate against or harass your colleagues, students or members of the public on a number of grounds including; sex, marital status, pregnancy, age, race, ethnic or national origin, physical or intellectual impairment or sexual preference. Such harassment or discrimination may constitute an offence under the *Anti-Discrimination Act 1977*. In addition, you must not harass or discriminate on the grounds of political or religious conviction.

7.2 Head Coaches and the Senior Management Team (SMT) must lead by example and must take all necessary steps to ensure that workplaces are free from all forms of harassment, bullying and unlawful discrimination, and that their staff are informed of the principles of equal opportunity and anti-discrimination.

7.3 If you believe you or anyone else in your workplace is being treated in a discriminatory or harassing manner, it is your obligation to report the behaviour using the Icanwin Incident Report Form to the Senior Management Team. Icanwin Sports takes reports of discrimination and harassment seriously and will take steps to prevent and correct them. Most incidents can be addressed effectively if reported early.

7.4 You must not make unfounded complaints with malicious, frivolous or vexatious intent against another employees or volunteers.

7.5 Employees/volunteers who work with young people have a special responsibility in presenting themselves as appropriate role models for those students. Modelling effective leadership and respect in your interactions with students can have a profoundly positive influence on a student's personal and social development.

7.6 Similarly, it is important for you to treat your colleagues with respect. Rude or insulting behaviour, including verbal and non-verbal aggression, abusive, threatening

or derogatory language and physical abuse or intimidation towards other employees/volunteers is unacceptable.

7.7 You must not use information and communication technologies, such as email, mobile phones, text or instant messaging and websites to engage in behaviour that could reasonably be considered to have a negative impact on another person, cause them harm, or make them feel unsafe.

Policies that set this standard are:

Premier's Memo 2007-02: Dignity and Respect: Policy and Guidelines on Preventing and Managing Workplace Bullying
Dignity and Respect in the Workplace Charter
Anti Racism Policy



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Duty of care

A duty of care is the **legal** obligation to provide reasonable care while performing any acts or making any omissions that could foreseeably harm others.

The duty encompasses a wide range of matters, including (but not limited to)

- the provision of adequate supervision
- ensuring grounds, premises and equipment are safe for students use
- implementing strategies to prevent bullying from occurring,
- providing medical assistance (if competent to do so), or seeking assistance from a medically trained person to aid a student who is injured or becomes sick.

8.1 As an employee/volunteer, you have a duty to take reasonable care for the safety and welfare of the students in your charge. That duty is to take all reasonable action to protect students from risks of harm that can be reasonably predicted. For example, risks from known hazards and from foreseeable risk situations against which preventative measures can be taken. The standard of care that is required, for example the degree of supervision, needs to be commensurate with the students' maturity and ability.

8.2 Duty of care to young people applies during all activities and functions conducted or arranged by schools and where young people are in the care of Icanwin Sports employees/volunteers. The risks associated with any activity need to be assessed and managed before the activity is undertaken.

8.3 Employees/volunteers also have a duty to ensure their own safety and that of others in work. See the Icanwin Health and Safety Policy for more details.

8.4 Considerations of safety relate to both physical and psychological wellbeing of individuals. See the Icanwin Health and Safety Policy for more details.

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Professional relationships between employees/volunteers and young people

All young people have a right to a safe physical and emotional environment. As an employee/volunteer, you are expected to always behave in ways that promote the safety, welfare and well-being of children and young people. You must actively seek to prevent harm to children and young people, and to support those who have been harmed.

While not all employees/volunteers are required to manage and supervise young people, it is important for all employees to understand and observe the ***Department's child protection policies.***

9.1 You must not impose physical punishment on a young person in the course of your professional duties.

9.2 You must not develop a relationship with any student that is, or that can be misinterpreted as having a personal rather than a professional interest in a student.

9.3 You must not have a sexual relationship with a school student. It is irrelevant whether the relationship is homosexual or heterosexual, consensual or non-consensual or condoned by parents or caregivers.

9.4 As an employee/volunteer, you must not enter into a romantic or sexual relationship with any young person or student (including any adult student) that you are responsible for teaching, tutoring, advising, assessing, or for whom you provide pastoral or welfare support. To do so raises serious questions of conflict of interests, trust, confidence, dependency, and of equality of treatment. Such relationships may also have a negative impact on the teaching and learning environment for other students and colleagues, and may carry a serious reputational risk for the Icanwin Sports.

9.5 Where a personal relationship, such as family relationship or close friendship exists between you and a young person/student, or where there is a pre-existing sexual relationship with an adult student attending the same workplace, you must report the conflict of interest, or any potential conflict, to the Senior Management Team, and it must be managed carefully.

9.6 Wherever practical, you should avoid teaching or being involved in educational decisions involving family members or close friends. Where it is not practical to avoid such situations completely, another member of staff should make any significant decisions relating to the student's assessments and have those endorsed by a supervisor.

9.7 Your professional relationship may be compromised if you:

- vi. invite students to join your personal electronic social networking site or accept students' invitations to join theirs
- vii. attend parties or socialise with students
- viii. invite a young person student or students back to your home or attend theirs without an appropriate professional reason and without the consent of their parent or carer
- ix. transport a young person or school student in your car without prior approval from a supervisor and a parent or carer.

9.8 The boundaries of the professional relationship will be breached if you:

- x. have a sexual relationship or develop an intimate relationship with a young person or student
- xi. use sexual innuendo or inappropriate language and/or material with young people
- xii. hold conversations of an intimately personal nature, where you disclose private information about yourself
- xiii. have contact with a student via written or electronic means including email, letters, telephone, text messages or chat lines, without a valid context
- xiv. give students gifts of a personal nature that encourages them to think they have an individual and special relationship with you.

9.9 You are reminded of:

- xv. the law prohibiting sexual relations with a person under the age of consent (16 years)
- xvi. the law prohibiting sexual relations between a teacher and their student under the age of 18 years
- xvii. the law prohibiting child pornography.

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Dress code

As a general guide, the appearance and dress of Icanwin staff should be appropriate to their duties and the people with whom they are dealing.

You have an obligation to wear the uniform provided and dress appropriately in a way that upholds the good reputation of Icanwin Sports. You will be provided with an Icanwin Sports t-shirt and trousers. You may also be provided with additional clothing which you will need to maintain to ensure it remains in a condition that is suitable to represent Icanwin Sports. Failure to wear the provided uniform at all times will result in a 20% deduction from your hourly rate for that session/day.

Wearing thongs, singlets, revealing clothes, or clothes with offensive slogans are examples of inappropriate dress in a workplace.



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Use of alcohol, drugs and tobacco

Icanwin Sports is committed to providing a productive, safe and healthy workplace. See the Icanwin Health and Safety policy for more details on many of the points below.

11.1 You are responsible for ensuring your capacity to perform your duties is not impaired by the use of alcohol or drugs, and that the use of such substances does not put at risk you or any other person's health and safety.

11.2 As an employee/volunteer, you must:

- i. not attend work under the influence of alcohol, illegal drugs or non-prescribed and/or restricted substances
- ii. not endanger your own safety or the safety of any other person in the workplace by consuming alcohol, illegal drugs or non-prescribed and/or restricted substances
- iii. notify the Senior Management Team if you are aware that your work performance or conduct could be adversely affected as a result of the effect of a prescribed drug
- iv. take action to resolve any alcohol or other drug-related problems that you have
- v. consult with the Senior Management Team if you are concerned about working with other employees who may be affected by drugs or alcohol.

Drugs

11.3 As an employee/volunteer, you *must not*:

- i. have illegal drugs in your possession while at work. Any illegal drugs found on your possession of any person at any time will be reported to the Police
- ii. give young people, students or other employees/volunteers illegal drugs or restricted substances, or encourage or condone their use
- iii. supply or administer prescription or non-prescription drugs to young people/students unless following the directions set down in the ***Administering Prescribed Medication at School procedures***.

11.4 The Senior Management Team must report incidents involving illegal drug use to the Police or to the ***School Safety and Response Hotline***.

Alcohol

11.5 You must not take alcohol to a school or consume it during school hours or at any school function at any time young people or school students are present, including those events conducted outside school premises. A school function is any occasion organised by the school and/or in the school's name, including dances, farewells, excursions, sporting fixtures and fund raising events.

11.6 Therefore:

- i. you must not purchase alcohol for, or give alcohol to, any school student or other person under the age of 18 years

ii. you must not encourage or condone the use of alcohol by young people and students of any age during educational activities unless prescribed by the curriculum

Tobacco

11.9 You must not smoke or permit smoking in any school buildings, enclosed area or on school grounds. This includes all buildings, gardens, sports fields, cars and car parks, other than those clearly defined areas. (Refer to ***Smoke Free Environment Act 2000***).

11.10 You must not purchase tobacco or tobacco products for any young person or school student, or give them tobacco or tobacco products.



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Identifying and managing conflicts of interest

12.1 As an employee/volunteer, you must be objective and impartial, and be seen to be so. A conflict of interests can involve:

- pecuniary interests i.e. financial gain or loss or other material benefits
- non-pecuniary interests i.e. favours, personal relationships and associations.

It may not only be about your own interests. It may include:

- the interests of members of your immediate family or relatives (where these interests are known)
- the interests of your own business partners or associates, or those of your workplace
- the interests of your friends. Hostility as well as friendship can also give rise to actual or perceived conflicts of interests.

12.2 A conflict exists when a reasonably minded and informed person would form that view.

12.3 When faced with a situation in which conflict of interests may be present, you should:

- assess the situation and the surrounding circumstances that could affect any decisions or actions you may take in the matter (Ask yourself “What is my **public duty?**” and “What is my personal interest?”)
- identify whether any conflicts of interests exist (“Could my personal interest influence my performance of the public duty?”)
- determine the type of conflict of interests (“Is it actual, perceived or potential?” “Is it pecuniary or non-pecuniary?”), and
- report any conflict to the Senior Management Team.

12.4 A key issue to consider in determining whether conflict of interests exists is what the perceptions of others might be. Questions you might ask yourself would be:

- What assessment would a reasonable or fair-minded member of the public make of the circumstances?
- Could my involvement in this matter cast doubt on my integrity or on the Department’s integrity? Personal views or private interests can, or have the potential to, influence a person’s capacity to perform their duties and in turn compromise their integrity and that of Icanwin Sports.

12.5 You should also report situations where a superior or colleague who has an identified conflict is, or may be perceived as, unduly influencing your decision.

12.6 As a member of the Senior Management Team, you are required to develop appropriate management strategies to deal with any conflicts of interests and document your decisions and actions.



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Punctuality and contracted hours

Icanwin Sports are committed to providing reliable, professional services at all times. See the Icanwin Disciplinary Procedures Policy for further points.

13.1 All Icanwin Sports staff must attend every pre-booked session as shown in their contract or as agreed and confirmed via text/phone.

13.2 It is your responsibility to find the school or location of the session prior to a visit to ensure a prompt start.

13.3 Coaches/volunteers must be present at a school or location 15 minutes prior to the start of the booked start time session. If you are late for any pre-booked session/visit you will receive a 20% deduction of your hourly rate for the session/day.

13.4 You are responsible for ensuring that the session is prepared for in advance, therefore ensuring that all of the equipment is present and in good working order.

13.5 You must remain at the location to ensure that the equipment is safely stored or removed before departing.

13.6 Young people must not be left unsupervised at any point before, during or after a session. Therefore, you might be required to remain a location to ensure that all young people are accounted for before departing.

13.7 All hours must be clearly recorded independently, enabling you to check times, dates and locations with the statement email sent by the finance team each month.

13.8 Icanwin Sports does not provide sick pay for any reasons.

13.9 Any absence due to ill health must be reported to a member of SMT 12 hours' prior to the start time of the pre-booked session.

13.10 Any long term ill ness may result in a loss of pre-booked sessions and will need to be discussed with a member of the Senior Management team. Evidence may need to be provided.

13.11 Pre-booked absence must be discussed with the Director.

13.12 Repeated absence from pre-booked sessions will result in your contract being terminated.

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Record keeping

A record serves an essential administrative, legal and historical purpose. Records may be class rolls, young person assessment records, emails, electronic documents, digital image and audio recordings, correspondence, files, forms, plans, drawings, notes, photographs and films.

14.1 All employees have a responsibility:

- the likelihood of the breach occurring again
- to create and maintain full, accurate and honest records of their activities, decisions and other business transactions, and
- to capture or store records in the Icanwin Sports records systems in line with the ***State Records Act 1998***.

14.2 You must not destroy records without appropriate authority.

14.3 Senior Management Team have a responsibility to ensure that the employees/volunteers reporting to them comply with their records management obligations.

14.4 You are responsible for assessing and recording marks for young peoples' work and must do so accurately, fairly and in a manner that is consistent with relevant policy and the requirements of Icanwin Sports.

14.5 You must maintain the confidentiality of all official information and documents which are not publicly available or which have not been published.

14.6 No records may be kept on any electronic device that has a camera.

14.7 No personal electronic devices can be used to send or receive company documents.

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Declaring gifts, benefits and bribes

As an employee/volunteer, you may be offered a gift or benefit as an act of gratitude. There are some circumstances when to refuse a gift would be perceived as rude, insulting or hurtful. You are expected to exercise sound judgment when deciding whether to accept a gift or benefit.

It is important that the acceptance of a gift does not influence or is not seen to influence your decision-making.

15.1 You must never ask for money, gifts or benefits and you must never accept any offer of money, gifts or benefits. To do so may amount to bribery, which is a crime. **Bribery** is soliciting, receiving or offering any undue reward to or by a person to influence the way that person acts. A reward can encompass anything of value and is not limited to money or tangible goods. The provision of services may amount to a reward.

15.2 If you are offered a bribe (i.e. anything given in order to persuade you to act improperly), you must refuse it, explain why it is not appropriate, and immediately report the matter to a senior line manager. Any attempt to bribe an employee/volunteer or the acceptance of a bribe by an employee/volunteer, is an act of corrupt conduct and must be reported to the Director.

15.3 Accepting gifts and other benefits has the potential to compromise your position by creating a sense of obligation and undermining your impartiality. It may also affect the reputation of Icanwin Sports. You must not create the impression that any person or organisation is influencing Icanwin Sports or the decisions of any of its employees/volunteers.

15.4 Always consider the value and purpose of a gift or benefit before making any decision about accepting it. A gift that is more than nominal value (£50) must not become personal property. You should either politely refuse it or advise the contributor that you will accept it on behalf of Icanwin Sports.

15.5 When such a gift is accepted, you must advise the Senior Management Team. They will determine how it should be treated and make a record of its receipt. Depending on the nature and value of the gift, it may be appropriate to record the gift in the asset register as a donation or other such record established for that purpose.

15.6 Sometimes employees/volunteer might, in the course of their work, win a prize of significant monetary value e.g. a computer, from another organisation. Prizes are usually considered the property of Icanwin Sports. If you win a prize you must advise

the Senior Management Team who will determine how the prize should be treated and recorded.

It would be **acceptable** to receive gifts in the following situations:

- if, after giving a presentation at a meeting or seminar, you are presented with a small gift as thanks for your time and effort;
- when parents, young people or students arrive with a small gift for a coach/volunteer at the end of the school year;



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Private and secondary Employment

It is permissible for employees to undertake paid secondary work within or outside of Icanwin Sports, subject to ***Private and Secondary Employment Policy*** and guidelines. However, employees must recognise their primary commitment is to their principal employment in Icanwin Sports. Engaging in other employment; for example, part-time university lecturing or tutoring, or working as a consultant, may have the potential to compromise or be seen to compromise their duties as an employee/volunteer.

16.1 If you are employed in a permanent full-time or temporary full-time position, you must seek approval from the Senior Management Team prior to engaging in any secondary employment. You can only commence the private or secondary employment once you have received approval. Approval must be obtained annually.

16.2 Permanent part-time and temporary part-time employees, casual employees, and temporary staff (employed for less than 10 weeks) are not required to gain approval for other employment, providing the other paid work is not undertaken during the period that the person is employed to discharge duties for Icanwin Sports. However, these employees must ensure that their responsibility to the Icanwin Sports is not adversely affected and that no conflicts of interests arise.

16.3 In cases where a real or perceived conflict of interests exists, the employee/volunteer must advise the Senior Management Team.

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Protecting confidential Information

Icanwin Sports collects and stores a lot of confidential information. Unauthorised disclosures may cause people harm, or give an individual or agency an improper advantage. Icanwin Sports integrity and credibility may be damaged if it cannot keep information secure.

17.1 As an employee/volunteer, you must only use official information for the work-related purpose it was intended.

17.2 Unless authorised to do so by legislation, you must not disclose or use any confidential information without appropriate approval.

17.3 You must make sure that confidential information, in any form, cannot be accessed by unauthorised people. Sensitive information should only be provided to people, either within or outside Icanwin Sports, who are authorised to have access to it.

17.4 You should always exercise caution and sound judgment in discussing other people's personal information with other Icanwin Sports employees/volunteers. Normally information should be limited to those who need to know in order to conduct their duties, or to those who can assist us in carrying out our work because of their expertise.

17.5 Former departmental employees/volunteers must not be given access to confidential information.

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Managing your political, community and personal activities

18.1 As an elected or nominated spokesperson for a professional association or a union, you are entitled to make public comments in relation to education and training matters as long as it is clear that those comments represent the association or union views, and not necessarily those of Icanwin Sports. You are required to clearly acknowledge the capacity in which you are expressing such views.

18.2 As an individual, you have the right to participate in political and community activities and to pursue personal interests, provided any conflict that arises is recognised and adequately managed.

18.3 It is your obligation to ensure that your involvement in any political party, industrial organisation, or community and personal activity is understood to represent your view or those of the organisation you represent, and not those of Icanwin Sports.

18.4 In participating in any political, community and personal activity, you must:

- not make any comment that may cast doubt on your capacity to implement Icanwin Sports policies and guidelines objectively
- not participate in private political activities in the work environment
- not use the Icanwin Sports resources to assist your political, community or personal activities
- not use information obtained through your work at Icanwin Sports to assist your political, community or personal activities, or make the information known to any other person, and

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Post separation employment

Prior to separation

19.1 As an employee/volunteer, you must not use your position unfairly to improve your own prospects of future employment. If you allow your work to be improperly influenced by plans for, or offers of, employment outside of Icanwin Sports, there is a conflict of interests and your integrity and that of Icanwin Sports is at risk.

19.2 You must return any property you have belonging to Icanwin Sports; including equipment and any uniform. Damage to any items will be incurred upon return.

After separation

19.3 When you cease employment with Icanwin Sports, you should not use or take advantage of any confidential information obtained in the course of your official duties until it has become publicly available.

19.4 As a current employee/volunteer, you must be careful in your dealings with former employees/volunteers and make sure that you do not give them, or appear to give them, favourable treatment or access to privileged information.

19.5 You should report any attempts made by former employees/volunteers to influence or lobby you about Icanwin Sports activities to the Senior Management Team.

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Signatures

As an employee/volunteer, you are accountable for any documents that you sign. Therefore, you should carefully read all documents you are asked to sign.

21.1 You must not sign a document, which you know is not true and correct.

21.2 You must only sign *your own* name and must never permit or encourage anyone to sign a name other than their own. The Senior Management Team must not encourage or coerce their staff/volunteers to sign a document with which the employee/volunteer is not satisfied.

21.3 You should only use *your own* name when, for example, sending emails, and should not give the impression that you have the authority of another person without their permission.



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Copyright and intellectual Property

Icanwin Sports relies on its intellectual property to deliver its services. All employees/volunteers play an important role in ensuring that Icanwin Sports intellectual property is properly identified, protected, used and where appropriate shared so as to ensure its benefit to the organisation and stakeholders.

22.1 When creating material you need to ensure the intellectual property rights of others are not infringed and information is recorded about any third party copyright/other rights included in materials.

22.2 Advice relating to sharing or licensing the Icanwin Sports intellectual property should be sought from the Director that created the intellectual property.

22.3 If you develop material that relates to your employment with Icanwin Sports, the copyright in that material will belong to Icanwin Sports. This may apply even if the material was developed in your own time or at home.

22.4 You should not use Icanwin Sports intellectual property for private purposes without obtaining written permission from the Director.

What happens if I lose or damage the equipment, or it is stolen while in my care?

In most cases, Icanwin Sports insurance covers equipment that is moved from its normal location, provided the policies and procedures on the use of equipment are followed. The cost of any loss, theft or damage may be charged to you if you do not follow the correct procedures.

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Glossary

Benefit A non-tangible item of value (eg a new job or promotion, preferential treatment or access to confidential information etc.) that one person or organisation confers on another.

Bribe A gift or benefit offered to or solicited by a public official to influence that person to act in a particular way.

Bribery The term 'bribery' also includes offences committed under section 249B and associated sections of the Crimes Act 1900 (NSW), involving acts of offering or soliciting a corrupt commission or reward to or by a public official to influence that person to act in a particular way.

Breach of policy or procedures The breaking or violation of a law, a right, an obligation, or a duty, either by commission or omission. It involves a breach of public service policies or procedures or Ikanwin Sports internal policies or procedures.

Corrupt conduct The abuse of public office (ie 'public trust') for private or personal advantage.

Gift A gift is an item of value (eg gift voucher, entertainment, hospitality, travel, commodity, property etc) which one person or organisation presents to another. In the business context, gifts can have different meanings and purposes. The purpose of the gift, to a certain extent, affects how it should be managed.

Gift of influence A gift that is intended to generally ingratiate the giver with the recipient for favourable treatment in the future.

Gift of gratitude A gift offered to an individual or agency in appreciation of performing specific tasks or for exemplary performance of duties. Gifts to staff who speak at official functions would be considered gifts of gratitude.

Token gift A gift that is offered in business situations to an agency or public official representing an agency. Such gifts are often small office or business accessories (eg pens, calendars, folders) that contain the company logo. They are usually products that are mass-produced and not given as a personal gift.

Ceremonial gift An official gift from one agency to another agency. Such gifts are often provided to a host agency when conducting official business with delegates from another organisation. Although these gifts may sometimes be offered to express gratitude, the gratitude usually extends to the work of several people in the agency, and therefore the gift is considered to be for the agency, not a particular individual.

Lawful direction A lawful direction is a direction which falls within the scope of the job description, involves no illegality and which is reasonable.

Nominal value The acceptable monetary limit of gifts that conform to the community's norms, usually no more than £50 (eg an inexpensive pen, tie, scarf, book, box of chocolates or bottle of wine).

Protected disclosure Any public official who makes known information about a relevant form of wrongdoing (ie corrupt conduct, maladministration, serious and substantial waste) is 'protected' under the *Protected Disclosure Act*.

Reasonable instruction An employee must have the necessary knowledge, skill, capability and ability to carry out the instruction. Instructing an employee to do something, which they clearly cannot do, is unfair and unreasonable.

The instruction must fall within the ambit of the job. Sometimes it is not always clear whether or not a particular task falls within the parameters of an employee's job description, when not specifically stated in the document.

Serious and substantial waste Inefficient or ineffective use of resources authorised or unauthorised, which results in significant loss or wastage of public funds or resources'. In addressing any complaint of serious or substantial waste, the nature and materiality of the waste is considered.

Supervisor A manager, head teacher, principal, director, the 'boss'.

Under the influence A person is under the influence of alcohol or drugs when, because of drinking any amount of alcohol or taking drugs, their mental or physical faculties are so impaired as to reduce their ability to think and act with ordinary care.



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