

Orienteering Ireland Code of Ethics, Behaviour & Good Governance

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Introduction

The Rules of Orienteering require that “*All persons taking part in an orienteering competition shall behave with fairness and honesty. They shall maintain a sporting attitude and a spirit of friendship. Competitors shall show respect for each other, for officials, journalists, spectators and the inhabitants of the competition area ...*” (Rule 1.3.2.1)

The same requirement for fair play and honesty also applies to the volunteers and officials administering the sport, from club level up to the Executive Committee of OI, whether in dealings with other orienteers or with outside bodies.

This document will be reviewed every three years, or more frequently if required.

Part 1. Behaviour & Conduct

Orienteering Ireland is the National Governing Body responsible for the promotion and development of the sport of orienteering in Ireland and is responsible for setting standards and values to apply throughout the sport at every level.

The OI Code of Ethics, Behaviour & Good Governance is the ethical philosophy under which the sport operates. It describes the behaviour expected of all within orienteering in Ireland. OI also supports the ethics policies of the International Orienteering Federation (See Part 4).

The Code encapsulates the sporting, moral and ethical principles that orienteering represents. The Code is intended for all participants and disciplines within the sport. Everyone involved in the sport should promote equality of opportunity, fairness and respect. All those involved within orienteering have a responsibility to act according to the highest standards of integrity and to ensure that the reputation of the sport is, and remains, high.

The purpose of the Code is to establish the expected minimum standards of behaviour and conduct for all people involved within the sport.

Members of the OI Executive Committee and non-executive office holders (e.g. Anti-Doping Officer) are required to sign up to this Code annually.

Terms of reference

The content of this Code applies to all involved with the sport of orienteering in Ireland. In order to protect the reputation of orienteering in Ireland, the Code also applies to all those associated with OI who are involved in orienteering overseas.

Expected Minimum Standards of Behaviour and Conduct

All individuals involved in orienteering will, at all times:

Respect the spirit of fairness in orienteering. This is more than participating within the rules; it also incorporates the concepts of friendship, respect for others and always participating with the right spirit.

- Respect the rights, dignity and worth of others.
- Conduct themselves in a manner that takes all reasonable measures to protect their own safety and the safety of others.
- Promote the reputation of orienteering and take all possible steps to prevent it from being brought into disrepute.
- Protect themselves and others involved in orienteering from verbal or physical abuse and threatening or intimidating behaviour.
- Never use inappropriate language or gestures.
- Abide by the OI Child-Protection Policy and procedures and good practice guidelines.
- Abide by the OI Anti-doping Rules.
- Take personal responsibility to ensure that they are suitably insured for their activities.

Good practice should reflect the following principles -

Rights – People must:

- Respect and support the rights of every individual to take part in orienteering.
- Help create an environment of enjoyment which is free of fear, discrimination or harassment.
- Be committed to treating all people fairly and providing equality of opportunity irrespective of age, gender, ability, race, religion, ethnic origin, creed, colour, social status or sexual orientation, and in compliance with the requirements of current Irish anti-discrimination legislation.
- Be discreet in the handling of any information about people engaged in orienteering.

Relationships – People must:

- Not engage in any behaviour which constitutes any form of abuse (physical, sexual or emotional), neglect or bullying.
- Promote the welfare of participants and, in the case of children, discuss with the child & their parents/carers the potential impact of orienteering on the child.
- Take action if they have any welfare concerns about any child by following the appropriate procedures.
- Encourage people to take responsibility for their own development.
- Communicate fully with people, and particularly parents/carers in the case of children, the nature of the orienteering programme and costs involved.

Responsibilities (Personal Standards) – People must:

- Be fair, considerate and honest in their dealings with everyone.
- Promote an image of a healthy lifestyle whilst participating or volunteering in orienteering.
- Display high standards of language and behaviour.
- Be a positive role model for others.
- Promote respect for the environment.

Responsibilities (Professional Standards) – People must:

- Follow the guidelines of OI for orienteering activities.

OI expects every business and individual (whether employee, representative or agent) performing services for it or on its behalf to do so in an honest and professional manner.

The primary responsibility of members of the Executive Committee is to Orienteering Ireland and to the sport generally. They must not act as representatives of clubs, regions or organisations, unless elected or nominated specifically for that purpose. Members of the Executive must at all times respect confidentiality in respect of Executive discussions.

Part 2. Conflict of Interest Policy

All OI Executive Committee members, staff and volunteers working for OI will strive to avoid any conflict of interest between the interests of OI on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest. The Executive Committee should behave with high ethical standards of honesty and fairness.

They should manage conflicts of interest to protect the reputation of the sport and the Association.

The purpose of this policy is to protect the integrity of OI decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers and Executive Committee members.

Examples of conflicts of interest include, but are not limited to:

- An OI member who also holds a position in a member or partner organisation of OI.
- An OI member who has a personal relationship with an athlete, coach, organiser or other person affected by the decision making process.
- An OI member who has a business interest that may be awarded a contract to do work or provide products or services for Orienteering Ireland or its members or partners.

In the course of meetings or activities, persons encompassed by this policy will disclose any interests in a transaction or decision where there may be a conflict between the Association's best interests and the person's best interests, or a conflict between the best interests of two organisations that the person is involved with.

After disclosure, it is understood that the person affected may be asked to leave the room for the discussion and may not be able to take part in the decision depending on the judgement of the others present at the time.

Any such disclosure and the subsequent actions taken will be noted in the minutes of the meeting.

Gifts and hospitality should never be solicited.

Gifts and hospitality intended to influence organisational decision-making should never be accepted.

If the appointment holder is in doubt as to the motive behind a gift or hospitality they should disclose it.

If an Officer wishes to engage the services of an individual or organisation where there might be a conflict of interest, such as a family member or company owned by the Officer, they shall request the approval of the Chairperson and Treasurer prior to engaging the services of that individual or organisation. The Officer may be requested to obtain quotations from other suppliers/service providers. If the Officer's request is refused due to a conflict of interest, they may appeal the decision to the entire Executive.

This policy is not meant to replace good judgment. OI members should respect its spirit as well as its wording.

Part 3. Confidentiality

Meetings of the Executive Committee and subcommittees are not by default strictly confidential. In the interests of transparency and good governance, minutes of meetings are made available through the Orienteering.ie website and/or by other suitable means.

However, all discussions during the course of meetings should be treated as being confidential unless and until they are agreed by the relevant committee and published. Meetings must at all times be conducted in compliance with GDPR and minutes of meetings must never include any personal or sensitive information (or any other information likely to identify individuals) apart from the names of committee members and any other attendees. No video or audio recording shall be made of any meeting, or part thereof, without the prior agreement of all in attendance.

If sensitive matters requiring confidentiality are to be discussed during an Executive Committee meeting (such as matters arising under Sections 14 & 15 of the Constitution), the meeting shall enter closed session for the duration of these discussions. During closed sessions, only Executive Officers shall be present. However, individuals pertinent to the matter being discussed may be invited to attend, but only for the duration required to provide any requested testimony. Discussions during closed sessions, apart from an appropriately-redacted record of the decisions taken, shall remain confidential and shall not be circulated outside the Executive.

The internal conversations and correspondence of the Executive Committee and subcommittees, even if not strictly confidential in nature, shall not be circulated outside the applicable committee, unless where appropriate and with the collective agreement of that committee.

In general, any personal, sensitive or proprietary information, acquired by Executive Officers or other volunteers or staff of the organisation in fulfilment of their duties, is to be considered confidential and shall never under any circumstances be discussed with or disclosed to other parties unless legally required to do so.

Part 4. Volunteer Policy

OI is governed by a committee of Executive Officers, each of whom serves on the Executive Committee in a voluntary capacity.

OI acknowledges that its Executive Officers and ordinary members carry out work for the organisation on a voluntary basis, in their own free time and sometimes at considerable expense without charge.

The work of volunteers in orienteering is essential for the existence of the sport. In the application of the Rules of Orienteering, this should always be borne in mind.

Volunteers and others involved in orienteering are expected to comply with the standards in this Code.

It is the policy of OI that volunteers working with children or vulnerable adults in the context of orienteering are required to be Garda vetted and to comply with OI policy on child protection as stated in the Code of Conduct & Good Practice for Sport for Young People and with the Sport Ireland Code of Ethics & Good Practice for Children's Sport.

Part 5. Anti-Discrimination Policy

OI recognises that certain sections of the community have been affected by past discrimination in sport and may be denied the opportunity to participate equally and fully in sport at all levels.

OI and its constituent clubs are fully committed to the principles of equality of opportunity and will ensure that no volunteer, employee, member or competitor receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, class or social background, sexual orientation or political belief.

OI regards discrimination, harassment, victimisation, or less favourable treatment as serious misconduct and any club or club-member involved in any of these activities will be liable to appropriate disciplinary action, including expulsion.

Part 6. International Orienteering Federation (IOF) Code of Ethics

Orienteering Ireland, as the National Governing Body for orienteering in Ireland, supports the IOF Code of Ethics below.

The IOF is committed to the highest standards of conduct in sport administration and competition. To meet this commitment, the IOF has developed a Code of Ethics to express the core values of both the Federation and the sport of Orienteering in general. Such

values and ethics underpin the Federation's policies, procedures and rules. Observance of the code is vital to the integrity of orienteering.

The IOF Code of Ethics comprises four principles. It imposes obligations in terms of respect and responsibility upon everybody involved in orienteering - competitors, spectators, officials and all other accredited persons. Persons involved in the IOF and in orienteering must not act in a manner likely to tarnish the reputation of the IOF or the sport of orienteering generally, nor act in a manner likely to bring the sport into disrepute.

The **four ethical principles** of the IOF are:

- **Equality**

Discrimination and harassment against others on grounds of race, disability, marital status, sex, sexuality, age, political or religious conviction are not condoned in orienteering.

All forms of harassment, be they physical, mental, professional or sexual, are strictly prohibited. Orienteering promotes the inclusion of men and women equally.

- **Fair Play**

Fair play is the guiding principle in the sport of orienteering. It is expected that all persons taking part in orienteering shall behave with fairness and honesty.

All persons shall operate within and abide by the rules of the sport. Orienteering is committed to being a drug free sport.

- **Respect**

Orienteering shall be characterised by mutual respect and self-responsibility. All persons involved in orienteering shall be treated with dignity and consideration.

The contribution that people make to the sport shall be recognised.

In pursuing the sport's goals, the governance of orienteering shall be mindful of the physical and psychological well-being of its athletes.

Violence and abusive behaviour are not to be tolerated. Orienteering respects the natural environment.

- **Integrity**

All persons subject to this code shall use due care and diligence in fulfilling their roles for, and on behalf of, the IOF or orienteering generally.

Decisions by the IOF will be made in accordance with established procedures, objectively, fairly and with honesty and integrity.

In using resources, personnel will strive for economy, efficiency and environmental friendliness. Conflicts of interest are to be avoided.