

 <p>Singapore Swimming Association</p>	Document:	
	SSA Code of Conduct Policy (2018)	
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Updated by: Donald Lee Date: August 2018	Approved by: Executive Committee Date: Sept 2018	

1. Policy Statement

- 1.1 This Code of Conduct Policy sets forth the basic guidelines that Singapore Swimming Association (SSA) expects its Representatives to follow in performing their duties on behalf of the Association. It is essential that the highest standards of conduct and integrity be observed in all dealings with fellow employees, stakeholders, business partners and the general public.

2. Terms and Definitions.

- 2.1. "Association" refers to the Singapore Swimming Association or SSA.
- 2.2. "Representative" refers to Executive Committee Members, staff, volunteers and all other individuals representing or acting on behalf of the Association.
- 2.3. "Policy" refers to this Code of Conduct Policy.

3. Purpose & Scope

- 3.1. The purpose of this policy is to bring to attention the high legal and ethical standards expected from all Representatives of the Association. This Policy, together with other SSA policies and guidelines, sets out the general legal and ethical principles and standards of behaviour that SSA expects from its Representatives. The broad areas covered in this Policy are:

1) Conduct

- i) Conflicts of interest
- ii) Whistle-blowing
- iii) External engagement
- iv) Anti-discrimination
- v) Bullying/sexual harassment
- vi) Unethical/illegal behaviour
- vii) Publicity/social media

2) Property

- i) Protection of assets
- ii) Confidential information
- iii) Personal Data Protection
- iv) Copyright

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4. Conduct

4.1. Conflicts of Interest

- 4.1.1 As Representatives of the Association, individuals have an obligation to act in the best interest of the Association. Hence, individuals need to avoid situations where there may be real, potential or perceived conflicts of interest, which may arise where a Representative's personal or family interest conflicts with those of the Association.
- 4.1.2 All Representatives shall sign an annual declaration declaring any actual, potential or perceived vested interests
- 4.1.3 Please refer to "**SSA Conflict of Interest Policy**" for detailed guidance.

4.2. Whistle-blowing

- 4.2.1 All Representatives are encouraged to report in good faith, any actual or suspected wrong-doings committed by any Representative of the Association.
- 4.2.2 Whistle-blowers who report serious misconduct in good faith will be protected from unfair treatment and adverse consequences such as termination of employment, harassment or discrimination.
- 4.2.3 Please refer to "**SSA Whistle-blowing Policy**" for detailed guidance.

4.3. External Engagement

- 4.3.1 Staff shall not perform external work or engage in any external enterprise or undertake any office or activity unless prior approval has been obtained from the Human Resource Committee. Staff shall complete the "**SSA External Engagement – Declaration and Approval form**" and obtain approval before commencement of external work.
- 4.3.2 Other Representatives shall not perform external work or engage in any external enterprise or undertake any office or activity that may interfere in any way with their job performance or that may create any conflict with the Association's interest, unless prior approval has been obtained from the Human Resources Committee.

4.4. Anti-discrimination

- 4.4.1 The Association and its Representatives shall not discriminate against any person on the basis of race, colour, religion, sex, nationality, age, sexual orientation, disability or any other characteristic protected by law. This prohibition on discrimination applies to practices in recruiting, employment, training, promotion, working conditions, compensation, benefits, discipline and all other aspects of employment and employee relations.

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4.5. Bullying / Sexual Harassment

- 4.5.1 SSA defines bullying as “repeated inappropriate behaviour, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.”
- 4.5.2 SSA defines sexual harassment as “bullying with a sexual nature, including unwelcome sexual advances, requests for sexual favours, and other verbal or physical sexual conduct that explicitly or implicitly affects an individual's employment.”
- 4.5.3 Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meting out discipline. It is the effect of the behaviour upon the individual that is of paramount importance. Bullying may take many forms, including but not limited to:
- a) Physical
 - b) Verbal
 - c) Gesticulation
 - d) Exclusion
- 4.5.4 The Association adopts a “zero-tolerance” attitude towards bullying and any Representative found to be in breach of this policy shall be recommended to the Executive Committee for disciplinary action.

4.6. Unethical/illegal behaviour

- 4.6.1 All Representatives shall conduct themselves honestly and in good faith. The Association will not tolerate unethical/illegal behaviour that is undertaken by its Representatives. Examples of unethical/illegal behaviour include, but is not limited to:
- a) Fraud
 - b) Theft
 - c) Misuse of information
 - d) Bribery
 - e) Unfair trade dealings
 - f) Violence or threatened violence
 - g) Damage against property
 - h) Drug sale or use
 - i) Illegal money-lending / money-borrowing
- 4.6.2 It is the policy of the Association to comply with all applicable laws and regulations and to conduct its business in an ethical manner. Representatives are encouraged to exercise strict professionalism and strength of character, particularly in situations where a Representative has been instructed by superiors to carry out any of his/her duties that is in contravention with any laws and regulations or the Association's

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policies.

4.6.3 Representatives are expected to perform their work with honesty, truthfulness and integrity and to comply with the general principles set forth in the Code and in any areas not specifically addressed by the Code. Work includes but are not limited to reports and records kept and recorded by the representatives.

4.6.4 Should any provisions of this Policy conflict with applicable laws, the applicable laws shall prevail.

4.7. Publicity/Social Media

4.7.1 Publicity and social media offers instant, real-time avenues for SSA to communicate and build communities of shared interests with its stakeholders, however, all Representatives must be aware of the impact this can have on the Associations publicity and reputation.

4.7.2 SSA aims to educate its Representatives on their use of electronic communications and social media so as to protect the Association and its Representatives from any activities that may cause detriment to the Association's well-being.

4.7.3 Please refer to "**SSA Publicity/Social Media Policy**" for detailed guidance.

5. Property

5.1. Protection of Assets

5.1.1 All Representatives shall protect the Association's assets and ensure their efficient use. Theft, loss, misuse, carelessness, and waste of assets have a direct impact on the financial health of the Association. All of the Association's assets shall be used for legitimate business purposes. The personal use of the Association's assets without permission is prohibited.

5.1.2 The Association reserves the right at any time to monitor and inspect, with or without notice and subject to applicable laws, all electronic communication, files and data transmitted on our communication networks and personal computers, or any other asset or property owned by SSA or used in its premises for the Association's business. SSA's assets include computers, communication networks, internet facilities, electronic mail systems, copiers, telephones, furniture and supplies.

5.2 Confidential Information

5.2.1 All Representatives of the Association must maintain the confidentiality of confidential information entrusted to them by the Association or its suppliers or customers, except when disclosure is authorised by senior management or required by laws, regulations or legal proceedings.

5.2.2 Confidential information includes all non-public information such as internal communications (e.g emails), contracts, pricing information, business and marketing strategies, financial information and personnel data.

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5.2.3 Please refer to **“SSA Confidentiality Policy”** for detailed guidance.

5.3 Personal Data Protection

5.3.1 All information collected for the conduct of the Association’s business are in compliance with the Personal Data Protection Act (PDPA). The Association implemented the Personal Data Protection Policy to ensure measures are in place to protect the personal information of all employees.

5.3.2 Please refer to **“SSA Personal Data Protection Policy”** for detailed guidance.

5.4 Copyright

5.4.1 All works provided by the Representatives of the Association, whether during regular office hours or otherwise including all designs, slogans and plans shall be the property of the Association, and if so requested, Representatives shall do all things necessary to confirm title of such property of the Association.

6. Violations

6.1 Adherence to this Code of Conduct Policy is a condition of employment or appointment as Representative of the Association. Any Representative who ignores or violates this Policy, and any supervisor or superior who penalises a subordinate for attempting in good faith to comply with this Policy, including for reporting suspected violations, will be subject to disciplinary action by the Association as is appropriate under the circumstances, up to and including immediate termination from employment or removal from the Executive Committee, or expulsion from being a Representative of the Association.

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