



Australian Calisthenic Federation

ACF Code of Conduct ACF Board & Management

PURPOSE

The purpose of this Code of Conduct is to clarify the standards of behaviour, obligations and responsibilities in the workplace and ensure a fair and transparent management of behavioural standards for all Australian Calisthenic Federation (ACF) Board and Team Members.

Our Code of Conduct is also a statement of our corporate ethics and philosophy, and underpins our business decisions, actions and behaviour.

BOARD & MANAGEMENT

The Code of Conduct has been endorsed and adopted by the Board of ACF. The Board and Management are committed to complying with legislation and promoting a culture of fair and ethical behaviour.

Risk Management

The recognition and management of risk is critical. We manage risk within ACF through policies and controls and through a system of delegation.

Compliance

Apart from multiple check points within the business, external auditors are also engaged to ensure operations and procedures are followed.

Health and Safety

ACF is committed to providing a safe workplace and making sure that none of our organisational decisions compromise our commitment to health and safety.

Equitable working environment

ACF aims to maintain a working environment free from discrimination and harassment, where all Board and Team Members work in an environment where they are treated fairly.

RESPONSIBILITIES

The following outlines the professional conduct expected of all ACF Team Members whilst carrying out their role and responsibilities.

All Directors and Management team members will ensure they:

1. Act honestly and in good faith in the interests of ACF as a whole.

ACKNOWLEDGEMENT

The Australian Calisthenics Federation respectfully acknowledges the Traditional Owners of Country throughout Australia and recognises their continuing connection to land, waters and culture.

2. Exercise the degree of care, skill and diligence that a reasonable person in a like position would exercise in ACF's circumstances.
3. Exercise powers granted to them honestly and for the purposes for which they were conferred and not for ulterior purposes.
4. Avoid any actual or potential conflict between the obligations owed to ACF and a Director's or Management team member's personal interest or other duties.
5. Not disclose any information that is obtained through their position that is confidential.
6. Disclose advantages or business opportunities acquired in the course of their office.
7. Be independent in judgment and actions and take all reasonable steps to be satisfied as to the soundness of all decisions taken by the Director and Management team members.
8. Acknowledge and embrace decisions of the Board when communicating with third parties, irrespective of their own personal views.
9. Treat colleagues, members and employees of ACF with respect, courtesy, honesty and fairness, having proper regard to their interests, opinions, rights, safety and welfare.
10. not engage in conduct that would likely bring discredit upon ACF or bring the ACF into disrepute, or would constitute conduct unbecoming of a Director or Management team member of ACF.
11. Not abuse, harass, bully, intimidate, discriminate, threaten or victimise other Directors, colleagues, members and/or employees of ACF.
12. Comply with the content and themes of this Code of Conduct regarding child safety.
13. Promote and encourage diversity, equality and inclusiveness in decision making and throughout ACF.
14. At all times exemplify the ACF values and actively conduct themselves in a manner consistent with the critical statutory, cultural and leadership role of a director of ACF.
15. Do not threaten, coerce and or intimidate any Team Members by using improper language, physical violence or other disorderly conduct.
16. Do not harass or discriminate against any Team Members.
17. Do not distribute unauthorised literature within or outside the business.
18. Do not place unauthorised documents on ACF website or social media accounts.
19. Follow all reasonable management instructions.
20. Comply with the spirit as well as the letter of the law and the principles in this Code of Conduct.

All Directors will ensure they:

1. Prevent insolvent trading by ACF.
2. Make reasonable enquiries at Directors meetings to ensure that ACF is operating efficiently, effectively and legally towards achieving ACF's goals.
3. Undertake diligent analysis of all proposals and matters placed before the Directors
4. Show respect for the opinions of other Directors and allow each Director a fair and reasonable opportunity to contribute to discussion and decision making

Values Based Behaviour

Our values of care, accountability, respect and excellence means that we:

- Deeply care about fostering a flourishing future for calisthenics in Australia.
- Have inclusion and diversity at the centre of our programs and services.
- Do what we say we will do, when we say we will do it.
- Do what is right for calisthenics – always.
- Lead by example and strive to be the best we can be.
- Call out inappropriate behaviours and celebrate appropriate behaviours.
- Respect all members of the calisthenics community, and the contributions we make towards the positive future of our sport.
- Have a growth mindset.
- Are dedicated to excellence through our commitment to innovation and new ideas.
- Focus on always being better tomorrow than we are today.

Conflict of Interest

A conflict of interest occurs when we have an interest outside ACF that could prejudice or improperly influence our judgement or the performance of our professional duties and obligations. We should recognise that our primary business responsibility is to ACF.

If a conflict of interest arises or may arise, you must disclose this to the National Operations Manager, or President of the Board in the event that the National Operations Manager has a conflict of interest, so that it can be dealt with appropriately. Depending on the nature and extent of the conflict of interest, relevant actions and measures may be taken.

Improper use of Position, Information, and / or Assets

We do not use our position, nor information acquired by virtue of our position, to obtain an advantage for ourselves or someone else or to cause detriment to ACF.

We do not misuse ACF assets. We use all goods, services and facilities provided by ACF (for example computers, computer systems and data, telephones, office equipment and corporate credit cards) in accordance with the terms in which they are provided and for work use only, unless otherwise agreed.

Gifts, Hospitality and Bribes

We may only accept and give token gifts and modest hospitality and professional courtesies. All gifts, benefits or hospitality must be declared to the National Operations Manager.

We must not accept or give a gift or courtesy that could either lead to, or be seen to lead to, a conflict of interest such that our judgement is prejudiced or improperly influenced.

We do not offer or accept bribes or engage in corruption.

Drug and Alcohol use

We all want to work in a safe, healthy and productive workplace. Therefore, we do not misuse prescription drugs or use or possess illicit drugs. We do not consume alcohol where it affects work performance, public relations, safety or where it breaches the law.

Confidentiality and Privacy

We each owe an obligation of confidentiality to ACF covering information about ACF. This information may not be used or disclosed except in performing our duties or as required by law.

We are committed to safeguarding our Board and Team Members privacy by making sure that personal information is protected.

Compliance with Laws and Policies

We are all required to comply with legislation and with ACF's policies, including this Code of Conduct Policy.

A breach may result in disciplinary action, including termination of employment. Additionally, in the case of a breach of the law, there may be legal consequences.

Reputation of ACF

We need to ensure that our actions don't adversely affect the reputation or interests of ACF or its members.

ACF NATIONAL INTEGRITY FRAMEWORK

ACF works closely with Sport Integrity Australia to ensure participation in calisthenics in Australia is safe and inclusive for all. We are committed to ensuring that people in sport, including children, are treated with respect dignity and are protected from bullying, discrimination, harassment or abuse. All involved in calisthenics activities must be aware of their responsibilities under the ACF National Integrity Framework, and have a working knowledge of, and understanding of, their legal and governance responsibilities in relation to the Framework, and their reporting obligations.

Child Safety

The ACF's National Integrity Framework [Safeguarding Children & Young People policy](#) outlines ACF as a child safe organisation. All involved in calisthenic activities must be aware of their responsibilities outlined in ACF's [Safeguarding Children & Young People policy](#) and be clear about processes for reporting and acting on concerns or reports of child abuse.

All will respect, listen to and promote the rights of children, and ensure behaviour and interactions with children are appropriate, respectful, and adhere to the ACF Child / Young person safe practices and expected behaviours outlined in ACF's [Safeguarding Children & Young People policy](#).

BREACH OF THE CODE OF CONDUCT

ACF is committed to promoting a culture of compliance and ethical behaviour. We will make sure that the protection offered under this Code of Conduct is applied to anyone who reports concerns in good faith.

A breach of this Code may be considered serious misconduct and require formal investigation and further action being taken. In some situations, a breach of this code may result in detriment to ACF, and the Director or Management team member may be liable for their actions under civil and criminal laws.

Reporting Breaches

It is the responsibility of every Team Member to report any breach or potential breach of the Code of Conduct as soon as practicable. Suspected or actual breaches of this Code of Conduct can be reported to the Board.

ACF is committed to ensuring that Team Members can report breaches or suspected breaches of this code without fear of harassment, victimisation or discriminatory treatment.

If a Director, Management team member, or relevant party suspects a breach of the Code of Conduct has occurred or will occur, they must report that breach to the President/Chair of the Board, the Company Secretary, or the Finance, Audit and Risk Committee. In some circumstances, such a disclosure may qualify for protection in accordance with the ACF Whistleblower Policy. All reports will be acted upon and kept confidential.

With the exception of conduct that is prohibited under the National Integrity Framework (which shall be dealt with in accordance with the ACF National Integrity Framework), the ACF Non-NIF Complaints & Disputes Management Policy applies to any breach under this Code of Conduct.

REVIEW

This Code will be reviewed by the Board every two years, or earlier as required.

DECLARATION

- I have read and understand the ACF Board & Management Code of Conduct
- I acknowledge that I must ensure that any personal interests or roles do not influence or interfere with the proper performance of my duties in the best interests of ACF
- I agree that I have an ongoing obligation to comply with the ACF Board & Management Code of Conduct

Name:

ACF Position:

Signature:

Date:

The following documents may be used as reference information for the deployment of this policy/procedure:

Reference	Title	Identifier
(1)	ACF Constitution	ACF-001-CST
(2)	ACF Board Attendance Policy	ACF-061-POL
(3)	ACF Board Confidentiality Policy	ACF-062-POL
(4)	ACF Non-NIF Complaints & Disputes Management Policy	ACF-068-POL
(5)	ACF Board Charter	ACF-080-CHA
(6)	ACF Safeguarding Children & Young People Policy	ACF-076-POL

Version Control Table		
Version	Date Endorsed	Approved By
Ver 001	28/11/2024	ACF Board

AUTHORISATION

Kerry Sargent

Signature of ACF Chair

Date of Approval by the Board – 28 November 2024

Australian Calisthenics Federation