



OCEANIA HOCKEY FEDERATION {OHF} STAFF and VOLUNTEER CODE OF CONDUCT

Respectful Relationships

- Treat everyone equally regardless of gender, disability, ethnic origin, sexual orientation or religion
- Be professional, respectful and positive with all members of the organisation, as well with all colleagues and participants

Maintain high standards of integrity

- Operate within the specified job description of the role
- Do not disclose any confidential information relating to aspects of the organisation, without written prior consent

Conflict of Interest

- Conflicts of interest occur when an employee, contractor, volunteer or job applicant's personal interests may not align with OHF needs or interests. If an person uses their position for personal gain, or acts in ways that could compromise OHF's legal position, these behaviours are considered conflicts of interest.
- Conflicts of interest may also occur during the hiring process. To prevent conflicts in the hiring process, all job applicants must apply the same way, following the transparent appointment process and procedures, before being interviewed.
- If an person feels that a conflict of interest is likely to occur, that person is instructed to discuss conflicts with the OHF Secretary General. The Secretary General is responsible for monitoring potential conflicts in the workplace and working to prevent them. If conflicts cannot be prevented, employees or volunteers are instructed to work with Secretary General to mitigate risks and exposure to the greatest extent possible.
- In general, personal and financial interests should be kept entirely separate from activities that may oppose OHF's interests. Violation of the conflict of interest policy may result in suspension or termination.

Professional responsibilities

- Display high standards in your language, manner, punctuality, preparation and presentation.
- Display control, courtesy, respect, honesty, dignity and professionalism to all involved within the sphere of hockey - this includes all participants players, coaches, officials, administrators, the media, parents and spectators.
- Be professional and accept responsibility for your actions.
- Accurately represent your qualifications, experience, competence and affiliations.

Attendance Employees only

- Attendance is a standard measure of job performance. Punctuality and regular attendance is expected of all employees. Employees with excessive unexcused absences or repeated tardiness may be subject to a negative performance review or termination of employment.
- Attendance will be discussed at performance reviews, in an attempt to measure an employee's commitment to position, and to determine if they are well suited for the position they hold.

Dress Code

- All employees and volunteers are expected to demonstrate good judgment when selecting work attire.
- If representing the organisation it is desirable to wear the issued uniform.

Internet and Social Media

- When representing OHF, employees and volunteers should always be respectful. Employees and volunteers should never post discriminatory, offensive, or other illegal language on social media.

I the undersigned agree to conduct myself in accordance to this Code of Conduct.

Staff/Consultant/Contractor/Volunteer Signature

Date _____