

APC Code of Ethics

February 2016

**Asian
Paralympic Committee**

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Preamble

The Asian Paralympic Committee (APC), its member NPCs, partners, officials, sportsperson affirm their commitment to the Paralympic ethos, which is rooted in the history of the Paralympics and the tradition of fair and honourable sports competition that are expressed in the IPC Handbook. Paralympic history and tradition are based on the principles of excellence in sport, opportunity to participate in fair competition, and enhancement of the dignity of athletes and sport. This necessitates acceptance of the fundamental values of honesty, human rights, fairness, justice, non-discrimination and personal integrity.

Members of the APC Family shall endorse the vision, mission and values of the IPC and shall respect all IPC codes, policies and rules as well as APC Handbook and other Codes and Rules established by APC.

The APC is an athlete centred organisation. The athletes' interests, priorities, and opportunity to participate in fair competition and excel in sport are the main objectives of the APC.

Scope

The APC Code of Ethics shall apply to the APC Events such as Asian Para Games and Asian Youth Para Games, sub-regional Games, competitions, events and activities approved by the APC. It shall overrule any local or national practices, traditions, or customs.

Any member of the APC Family, i.e., a person who accepts and assumes a function in the APC, or in association with the APC, regardless whether it is a voluntary or paid position, elected or appointed, an athlete or team official, shall be subject to the provisions as laid down in this APC Code of Ethics.

1 Dignity, integrity and equality

Members of the APC Family shall abide by and respect the APC Code of Ethics at all times and, in particular, adhere to the following ethical standards:

- 1.1 Safeguard the dignity of the individual and of the sport.
- 1.2 Fight against any discrimination on the basis of race, gender, nationality, ethnic origin, religion, philosophical or political opinion, marital status or sexual orientation. In particular, discrimination on the basis of impairment or disability is forbidden by the Paralympic ideals including APC. Athletic classification, which promotes sport participation of athletes with impairment, is not discrimination but empowerment.
- 1.3 Work for the benefit of the Paralympic Movement in Asian region and all its athletes and not just for a particular constituent such as an NPC, IOSD, Sport or Region.
- 1.4 Safeguard the athletes' interests, priorities and opportunity to participate in fair competition and excel in sport.
- 1.5 Safeguard the athletes' physical and mental health and equilibrium.
- 1.6 Contribute to the creation of a drug free sport environment for all Paralympic athletes in Asian region in conjunction with the World Anti-Doping Agency (WADA).
- 1.7 Not tolerate any practice constituting any form of physical or mental injury. All forms of harassment including physical, mental, professional, or sexual, are prohibited. Behaviours that are humiliating, intimidating, or insulting will not be tolerated.
- 1.8 Conduct business with integrity, maintain a high standard of personal conduct and avoid any behaviour or action that would tarnish or give the impression of tarnishing the reputation of the Paralympic Movement.
- 1.9 Refrain from being involved with any firms, organisations or persons whose activity is inconsistent with the APC Handbook and other Codes and Rules established by APC as well as IPC Constitution, bylaws, codes and policies.
- 1.10 Abstain from participating in, supporting, or promoting betting related to APC Events such as Asian Para Games, Asian Youth Para Games, sub-regional Games, competitions, events and activities approved by the APC.
- 1.11 Refrain from using the APC Events and the Paralympic Movement in Asian region to promote any political agenda, other than the advancement of sport for persons with an impairment and democracy, empowerment, equality, and the protection of human rights.

2 Conflict of interest

- 2.1 Members of the APC Family shall have no undisclosed direct or indirect interest in or any relationship with any outside organisation or person that might affect, or be reasonably misunderstood by others to be affecting his/her objectivity, judgement, or conduct in carrying out the duties and responsibilities that he or she has in conjunction with the Paralympic activities in Asian region. This also applies to spouses, family members, businesses, or organisations to which members of the APC Family may belong.
- 2.2 In the following non-exhaustive list of examples, the circumstances in which a conflict of interest could arise and which persons should avoid being involved in or create the appearance of, are:
- personal and/or material involvement (salary, shareholding, services, loans or any other benefit) with sponsors, suppliers, vendors, contractors;
 - using association with the APC for private gain or preferential treatment;
 - impeding the efficiency of APC, or economy, or service
 - loss of independence, or impartiality;
 - adversely affecting public confidence in the integrity or reputation of the APC;
 - endangering life, health or safety.
- 2.3 It is the personal responsibility of each member of the APC Family to avoid any case of conflict of interest. Faced with a situation of a potential conflict of interest, the person concerned must refrain from expressing an opinion, from making, or participating in making, a decision or accepting any form of benefit whatsoever. However, if the person wishes to continue to act or if the person is uncertain as to the steps to take, the person must inform the APC Executive Board of the situation; the APC Executive Board is responsible for advising persons, at their request, in a situation of a potential conflict of interest.

3 Improper use of assets

- 3.1 Members of the APC Family shall do all in its power to avoid any loss, damage, misuse or theft of property, records, funds or other assets belonging to the APC that may be in their possessions. All APC assets must be used exclusively for conducting APC activities.
- 3.2 Proper use of funds is a fiduciary responsibility. No member of the APC Family shall make any illegal or unethical payments including, without limitation, bribes, kickbacks, grafts, investment of APC properties, unauthorised commissions or finder fees from the assets or resources of the APC or otherwise.

4 Improper use of information

- 4.1 Members of the APC Family shall safeguard confidentiality. No person shall use for her/his personal gain or disclosure outside the APC any confidential information obtained through her/his association with the APC. This includes spoken, written and computer generated data relating to APC business. It includes not only material marked as "confidential" but all APC material and information that a member should reasonably understand to be subject to a duty of confidentiality.
- 4.2 Members of the APC Family shall respect and protect from any inappropriate disclosure, by oral, written or electronic means, the confidentiality of any private and personal information concerning athletes and other members of the APC Family that is shared within the scope of their function.
- 4.3 Members of the APC Family shall accept and respect that any intellectual property (including copyrights, trademarks and other material subject to protection) that is created and used by the APC is the property of the APC.

5 Gifts, gratuities and prices

- 5.1 Members of the APC Family shall not seek or accept gifts or gratuities for him/herself, his/her family or friends from any outside organisation or person having or seeking to have an involvement with the APC. Only gifts of nominal value that shall be determined by the APC Executive Board in accordance with prevailing local customs may be given or accepted by the APC representatives in the spirit of respect or friendship. Any other gift must be immediately turned over to the APC. This includes entertainment, non-business travel or other favours such as loans, services or non-approved compensation.
- 5.2 The APC, recognising that the honour of winning competitions lies in sporting performance and excellence, will award only prizes of nominal value such as medals to the athletes. Prizes including money prizes given by others, such as sponsors and organising committees, are not promoted by the APC, but are acceptable if given in accordance with the spirit of sportspersonship and fair competition.

6 Code of conduct for athletes

In addition to the principles mentioned in above Articles 1 to 5 and their sub-articles:

- 6.1 All athletes shall participate in APC Events, competitions and activities in the true spirit of fair play for the glory of sport.
- 6.2 All athletes shall respect the performance of their fellow competitors and not cause any illegal obstruction, damage or bodily harm to them.
- 6.3 All athletes shall respect their coaches and team officials and not follow any illegal advice that would violate the Paralympic ideals of fair play.

- 6.4 All athletes shall respect the IPC Classification Code and process and participate fully in it. They must respect the final decision of classifiers and officials and understand that failure to do so may jeopardise their ability to participate in APC Events and competitions. Athletes and team officials will only lodge a protest when there is genuine doubt about the classification of an athlete.
- 6.5 All athletes shall respect the IPC Anti-Doping Code and APC Anti-Doping Rules. It is recognised that athletes may have significant medical conditions that require treatment, but the use of any technique or medication whose sole purpose is sport performance enhancement while being detrimental or potentially detrimental to health will not be tolerated. Use of medications in this situation will be evaluated based on whether the medication gives an unfair advantage, whether it is essential to the athlete's health in everyday life not just sport, and whether an alternative medication can be found. Everything possible shall be done to contribute to the creation of a drug free sport environment for all Paralympic athletes in Asian region in conjunction with the World Anti-Doping Agency (WADA).
- 6.6 Athletes shall not support or assist other athletes to gain any illegal or unfair advantage and shall report any infringement to this principle to the responsible officials.
- 6.7 Athlete autonomy shall be respected as long as it does not violate fair competition and the Paralympic ethos.

7 Code of conduct for coaches and team officials

In addition to the principles mentioned in above Articles 1 to 5 and their sub-articles:

- 7.1 Coaches and team officials shall comply with the Paralympic ideals in the spirit of fair play.
- 7.2 Coaches and team officials shall never compromise true sportsmanship or the Paralympic values and ideals to obtain personal, team or national advantage.
- 7.3 Coaches and team officials shall observe and follow the IPC Classification Code, the IPC Anti-Doping Code, APC Anti-Doping Rules, and all competition rules and regulations; and shall report any irregularity to the responsible officials.
- 7.4 Coaches and team officials must respect the classification process and doping control procedures and shall ensure that their athletes perform honestly and make protests only when there is genuine doubt about the classification of a competitor.

8 Code of conduct for classifiers and anti-doping officials

In addition to the principles mentioned in above Articles 1 to 5 and their sub-articles:

- 8.1 Classifiers and officials must perform their duties courteously, competently, consistently, and objectively for all athletes regardless of team or national origin.
- 8.2 Classifiers and officials must declare any potential conflicts of interest.
- 8.3 Classifiers and officials must not abuse their positions or capacity to obtain advantage or benefits.

- 8.4 Classifiers and officials must respect athletes and coaches and be sure that there is a courteous attitude during the classification process and during doping control tests. They must maintain confidentiality of athlete information and respect the dignity of the athletes.

9 Code of conduct for sports technical officials

In addition to the principles mentioned in above Articles 1 to 5 and their sub-articles:

- 9.1 Sports technical officials shall apply the respective rules consistently for all athletes and ensure fair play at all times.
- 9.2 Sports technical officials must make all decisions with absolute impartiality and objectivity.
- 9.3 Sports technical officials must declare any potential conflict of interest that would prevent them from being impartial.

10 Code of conduct for all elected or appointed sports leaders and administrators

In addition to the principles mentioned in above Articles 1 to 5 and their sub-articles:

- 10.1 Sports leaders and administrators shall make all decisions with absolute impartiality in the best interest of the athletes and the sport.
- 10.2 All elected sports leaders and administrators shall respect the democratic election process and not offer any material benefits, directly or indirectly, to the voting constituencies to influence the result of an election.
- 10.3 No material benefits shall be offered to any voting member to influence the voting on any decision and/or policy within the APC.
- 10.4 Sports leaders and administrators shall declare any potential conflict of interest and shall not act in association with any national or vested interest.
- 10.5 Sports leaders and administrators shall not abuse their positions or capacity in obtaining advantages or benefits.
- 10.6 There shall be no association with any agencies or persons that are inconsistent with the principles of the Paralympic Movement in Asian region and its ideals.
- 10.7 Sports leaders, administrators, and elected officers shall promote the APC Code of Ethics by role modelling, peer monitoring, and active peer support.

11 Code of conduct for members elected or appointed to the APC Executive Board and APC Committees

In addition to the principles mentioned in above Articles 1 to 5 and article 10, and their sub-articles:

- 11.1 Members shall serve the APC, demonstrate the importance and value of the APC and endorse the APC Handbook.
- 11.2 Members shall comply with, and respect the APC Handbook and other Codes and Rules established or decisions by APC as approved by the APC General Assembly and/or the APC Executive Board
- 11.3 Members shall act honestly, in good faith and in the best interest of the APC.
- 11.4 Members shall exercise due diligence and skill, i.e., members shall take their tasks and responsibilities seriously and perform their duties to the best of their personal abilities.
- 11.5 Members shall conduct business with integrity, maintain a high standard of personal conduct and avoid any behaviour or action that would tarnish or give the impression of tarnishing the reputation of the Paralympic Movement in Asian region.
- 11.6 Members have a duty of loyalty to the decisions of the Executive Board.
- 11.7 To protect the individual member from any personal liability, members shall not sign any agreement or contract on behalf of the APC; shall not sign for the acceptance of any claim on behalf of the APC, nor as an individual member of the APC Executive Board/Committee; shall not sign for the admission of settlement or any liability on behalf of APC, nor as an individual member of the APC Executive Board/Committee.

12 Code of conduct for candidates to election

The rules below apply to both the candidates for election as well as to their respective nominating body.

12.1 General Conduct

- 12.1.1 The conduct of the candidates shall comply with all other provisions outlined in this APC Code of Ethics.
- 12.1.2 Each candidate and/or the respective nominating body has the right to promote the candidature, subject to respecting the provisions set forth herein.
- 12.1.3 Nominees and/or the respective nominating body shall not campaign (*) prior to the official public announcement by the APC of all valid candidatures for election. Nominees and/or the respective nominating body shall however, be allowed to issue a written or verbal statement publicly announcing such nomination. (* note: a 'campaign' is an organised effort which seeks to influence the decision making process within a specific group)
- 12.1.4 The promotion of a candidate shall be conducted with dignity and moderation.

12.1.5 Candidates and/or the respective nominating body shall seek the advice of the APC Electoral Commission (as established for Executive Board and Athletes Council elections) or by the APC Executive Board (for APC Committees nomination) where any doubt about the interpretation of these rules arise.

12.1.6 For elections to the APC Executive Board and to the APC Athletes Council, the APC shall publish an official presentation of all candidates, of which the content shall be subject to the respective candidate's approval. Candidates may also produce, at their own expense, a double sided A4 colour leaflet presenting their candidature. This document should be submitted to the APC Electoral Commission for approval along with the candidates' nominations. Subject to APC approval, the leaflets will be published on the APC website when the slate of candidates is announced. No other form of promotional material may be published; however, candidates are able to distribute their leaflet electronically via email and social networking sites to members with a copy to the APC.

Other forms of promotion including emails, social media posts on Facebook, Twitter and other similar sites will be allowed only after the publication of the APC's official presentation of candidates standing for election, subject to the following: 1. All such communications must be in conformance with the APC Code of Ethics, and in particular Sections 12.1.4 and 12.3.1 of these rules and any relevant laws, rules or regulations; 2) a copy of any such communications must be provided to the APC Electoral Commission for the purpose of monitoring compliance with these rules and the APC Code of Ethics. Any decision on the appropriateness of any candidate communication by the APC Electoral Commission is final. Further, the APC Electoral Commission reserves the right to demand a withdrawal or issue a correction along with having a right to respond to candidate communications.

12.2 Relations with APC members

12.2.1 Candidates shall not attend APC Committee meetings, or APC members' meetings with a view of promoting their candidature. Only those candidates who are an official member of that committee or have an official position within that APC member organisation may attend the respective meetings.

12.2.2 No receptions or other social functions may be held with the aim, or in the framework of, promoting a candidature. Informal gatherings in connection to existing meetings however, may be held to allow candidates to present or clarify their views.

12.2.3 Candidates and/or the respective nominating body may in no case and under no pretext give presents, offer donations or gifts or grant advantages of whatever kind.

12.2.4 No candidate and/or the respective nominating body may enter into any promise or undertaking to be performed, whatever the timing of such performance, for the direct or indirect benefit of a member.

12.3 Relations with other candidates

12.3.1 Each candidate and/or the respective nominating body shall, with dignity and consideration, and in the framework of promoting their candidature, respect the other candidates, the APC members and the APC itself.

12.3.2 Candidates and/or the respective nominating body shall not publicly announce a list of preferred candidates; individual endorsement of a candidature with moderation is acceptable.

12.3.3 Candidates must have the intent and ambition to run for election, their candidature shall not have the aim to disturb another candidates' election.

12.4 Relations with third parties

No direct assistance, be it financial, material, or in kind may be given by third parties to candidates, or to their respective nominating body, in the framework of promoting the candidature.

12.5 Relations with the IPC administration

No support or service in relation to a candidature may be requested from any APC Secretariat members.

12.6 Candidates' introduction

Prior to the elections for the APC Executive Board being held, the APC shall provide an opportunity (in connection to the APC Conference and/or General Assembly) for each candidate to introduce themselves to all members entitled to vote.

13 Relations with APC partners

All relationships and activities with partners, supporters, and sponsors must be done in the spirit of promoting the para-athletes and para-sports in the true spirit of fair play and in compliance with the Paralympic values and ideals in Asian region.

14 Suspected breaches of this Code of Ethics

Suspected breaches of this Code of Ethics will be governed by the APC Executive Board.