



# NTIS

NORTHERN TERRITORY INSTITUTE OF SPORT

## NTIS Code of Conduct

**For NTIS Personnel not employed by  
the NT Government**

## OVERVIEW

The Northern Territory Institute of Sport (NTIS) is the unit of the Department of Tourism and Culture, charged with specific responsibility to lead the delivery of world class talented athlete, coach and official development programs across the Northern Territory.

NTIS personnel, not employed by the NT Government (Non-Employed Personnel; NEP), responsibilities at the NTIS are important, helping NTIS athletes to achieve success at state, national and international levels. NEP need to understand the NTIS goals and the vital role they play in making them a reality. Your attitude and professionalism are important factors in your appointment.

## PURPOSE

As the NT Government's centre for sporting excellence, the purpose of the NTIS is to enrich the lives of Territorians through helping the progression of competent and talented athletes from junior to elite levels of participation and supporting high quality coaching and officiating practices.

NTIS Philosophy and Principles for Success: The NTIS aims to make a positive difference in the lives of Territorians by providing talented athletes with access to a team of experts providing high quality coaching and servicing in an environment that challenges individuals to push themselves further and achieve more, so that we have better developed athletes who can succeed at the highest levels in sport and life.

**The NTIS Purpose, KPI's and Philosophy are underpinned by three Principles for Success:**

**Exemplary standards** - We set the bar higher than one might think is realistic. We do not tolerate excuses, delays or non-compliance. Our athletes consistently achieve success/perform at the highest level; they have a can do, winning attitude.

**Quality personnel and practices** - We work in a united fashion across disciplines (sharing ideas, thoughts and knowledge while challenging views and decisions in a constructive, conciliatory way, which respects expert opinion), think strategically and innovatively, and use sound planning and evaluation processes across all work areas.

**Athlete focused, expert guided, coach managed systems** - We apply a multi-disciplinary team approach that puts the athlete at the centre of work with integrated programs being specifically designed to meet each athlete's requirements.

## NTIS VALUES AND APPROACH

The NTIS subscribes to the NT Public Sector Values of – Commitment to service, Ethical Practice, Respect, Accountability, Impartiality and Diversity.

In particular, the NTIS will:

- Be focussed on achieving our strategic outcomes;
- Expect performance and results from our funded organisations;
- Provide prompt, efficient service;
- Demonstrate innovation, drive, commitment and energy; and
- Connect with and engage the sport, active recreation and racing organisations and stakeholders.
- Provide informed and considered advice to sport, active recreation and racing organisations and stakeholders, drawing upon the best available evidence and practice.

NEP are expected to understand these values and how they affect individual roles.

The NTIS Code of Conduct has been developed to set out standards of professional behaviour expected of all staff, volunteers and anyone else who represents the NTIS. It is essential that all NEP act in a way that supports the NTIS values and this Code is designed to assist NEP in clarifying responsibilities in carrying out their work.

An important purpose of this Code is to foster a spirit of cooperation and collaboration amongst all NEP and NTIS employees that promotes equal treatment and contributes to the efficiency and effectiveness of the NTIS.

The Code seeks to promote the highest standards and commitment to fairness in carrying out NEP's responsibilities. NEP should not read this Code as a series of rules, but rather as a practical guide, based on a common sense approach, to help make decisions in line with the NTIS values. It outlines the behaviour expected of all staff and NEP to reflect on their own behaviour.

The emphasis is on taking personal responsibility for individual actions and using the Code as a guide to assist NEP when faced with an unfamiliar or ambiguous situation. NEP should familiarise themselves with this NTIS Code of Conduct so that it serves as the framework upon which day-to-day duties are based.

## **General Principles**

**As a representative of the NTIS, NEP should, at all times, be aware of:**

- ❑ The NTIS values and commitment to them.
- ❑ The importance of personal and professional behaviour.
- ❑ The community's sensitivity to offensive language and conduct.
- ❑ The potential for conflicts of interest to occur and what action NEP need to take.
- ❑ The risks in accepting gifts and benefits.
- ❑ The need to be fair and have respect for all people.
- ❑ The importance of ensuring effective and efficient use of public resources.
- ❑ The need to respect the security and confidentiality of official information.
- ❑ The appropriateness of public comment.
- ❑ The appropriateness of political and community participation.
- ❑ The importance of reporting behaviour that does not support the NTIS values.
- ❑ The need to act at all times with the public interest in mind.
- ❑ The importance of ensuring that an allocated uniform is always worn in a clean and neat manner, worn at appropriate times and replaced when required.
- ❑ The reasonable care for his or her own, and others occupational health and safety.
- ❑ Following reasonable directions relating to occupational health and safety.
- ❑ Using relevant safety equipment provided.
- ❑ Reporting workplace accidents in accordance with occupational health and safety standards and programs as soon as practicable after they occur.

## **PERSONAL AND PROFESSIONAL BEHAVIOUR**

### **Overview**

NEP at the NTIS are engaged by the Northern Territory Government with the primary objective of developing and assisting sport in the NT. To maintain public confidence in the reputation and professionalism of the NTIS, it is essential that NEP exhibit the highest ethical and professional standards in carrying out their duties. The public has high expectations of Northern Territory Government Agencies, their employees, and personnel assisting NTIS staff must be seen to deliver these standards. The work of the NTIS must be open to public scrutiny and be professional and fair. NEP have a responsibility to carry out their duties diligently, impartially, conscientiously and to the best of their abilities.

### **Responsibilities**

Rather than listing numerous examples of expected behaviour, a number of broad principles have been adopted. It is each NEP's responsibility to use personal judgment to ensure that their behaviour reflects these principles as well as the NTIS values. The principles are as follows:

1. Be professional in the manner in which duties are conducted and take personal pride in personal work and presentation. The standard of work and manner in which it is conducted should always reflect favourably on the individual, as well as on the NTIS.
2. Be familiar with the NTIS corporate values, as these should guide personal behaviour. Ensure that behaviour reflects and supports these at all times.
3. Maintain the integrity of the NTIS by displaying the highest standards of honesty and avoiding any situation that could give rise to a conflict or perceived conflict between personal interests and public duty.

4. Follow all NTIS policies and procedures.
5. Take responsibility for the decisions made and be prepared to account for decisions and actions.

*If a NEP is uncertain about the appropriateness of personal behaviour or has a genuine conflict of personal interest, they should always seek guidance from NTIS management.*

## **CONFLICTS OF INTEREST**

### **Overview**

The community has a right to expect that, as a NTIS service provider, duties will be performed in a fair and unbiased way, in the public's best interests, and that self-interest or personal gain will not be an influence. It is a NEP's responsibility to be aware of the potential for conflicts of interest, to consider how others may perceive these and to know how to deal with them when they occur. The following guidelines should be followed when presented with a conflict of interest.

### **What is a conflict of interest?**

A conflict of interest is any situation that allows personal interests to interfere with the performance of duties. It is understood that NEPs have interests that are personal to them, or someone close to them, and that sometimes these may conflict with work responsibilities. Having these interests is not necessarily a problem; it is how they are dealt with that is important.

### **Likely Potential Conflict of Interest**

When a NEP becomes aware that a potential conflict, whether real or apparent, has arisen or is likely to arise, the NEP must immediately inform the NTIS Director. This is any situation that may allow, or could be perceived by others as allowing, personal interests to interfere with the performance of duties.

Depending on the significance of the conflict, it may be most appropriate for the NEP to stop participating in the activity or withdraw from duties giving rise to the conflict of interest. All staff and NEPs are responsible for the integrity of the NTIS.

### **Examples of conflicts of interest**

Some examples of potential conflicts at the NTIS are given below, but this should not be regarded as an exhaustive list:

- The NEP has outside employment and realises that their ability to be impartial in their work (paid or voluntary) with the NTIS is under threat.
- The NEP sits on a Board for an organisation or club and an issue arises that may be in conflict with the values or policies of the NTIS.
- The NEP is offered a gift or benefit from a supplier or customer. (See separate section on Acceptance of Gifts and Benefits).

### **General Principles**

NEPs should use integrity, judgment and common sense when faced with a conflict of interest. Each instance should be looked at individually, taking into account the following guiding principles.

- If a NEP encounters a situation where they feel a conflict of interest could arise, they must take action.
- If a NEP encounters a situation where they feel that other people may believe there is a conflict of interest, they must also take action. *The perception of a conflict of interest can be as damaging as an actual conflict because it undermines public confidence in the organisation and the individual.*

- If a NEP becomes aware of a potential conflict between personal interest and/or views and official duties, they must bring the matter to the attention of their supervisor. The most appropriate course of action can then be determined.

*As a general rule, it is always better to disclose a potential conflict to the NTIS Director. It is confidential and can do no harm, whereas a great deal of damage can be done if it is not disclosed. This system is to protect NEP interests and reputation as much as the interests and reputation of the NTIS. Remember, it's up to the NEP.*

*All NTIS staff and NEP are responsible for maintaining a positive NTIS reputation and for providing the best service possible.*

## **FAIRNESS**

### **Overview**

One of the NTIS' key values is fairness and equity. NTIS values are underpinned by equity principles, which guide the way we treat each other.

All NTIS staff and NEP need to take the lead in fairness in NTIS business activities and in the way they deal with each other, and be seen by the community to do so.

### **General Principles**

Everyone likes to be treated fairly, with courtesy, consideration and dignity. Personal feelings, bias or friendships should never influence work behaviour.

To carry out duties fairly, in line with the NTIS vision, NEP should:

- Not discriminate against or harass any member of the public or NTIS employee for any reason whatsoever.
- Deal with every situation consistently, promptly, fairly, without discrimination and with courtesy.
- Be consistent in all areas, including providing services, dealing with people or making decisions. People must know that they will receive the same treatment regardless of their culture, background, disability, age, gender, sexual orientation, political beliefs, physical features or religion.
- Ensure conduct never results in people feeling threatened, uncomfortable or unable to cope in their work environment. This may include sexual advances or comments, racial or religious 'jokes' or slurs, or any other conduct that is intimidating or offensive.
- Have a good understanding of relevant legislation such as NT *Anti-Discrimination Act*.
- If possible, try to do something to stop unfair or discriminatory behaviour witnessed.
- Report any unfair or discriminatory behaviour to the NTIS Director or other senior staff member.

## **CHILD PROTECTION AND INTERVENTION**

### **Overview**

Working in the area of elite sport, NEP may come into regular contact with children. It is essential that the community is confident that NEP are committed to the protection and safety of all children under NTIS care. As such all NEP working with NTIS athletes are required to provide a current valid Ochre Card or Working with Children Clearance Notice to the NTIS administration prior to the engagement of services. All NEP need to take the lead in child protection and intervention by providing a safe environment for all children and to recognise and report suspected child abuse and neglect.

### **General Principles**

All NEP have a duty of care and should:

- Ensure children's safety, welfare and well-being is maintained.
- Report any suspected cases of child abuse or neglect or cases where it is believed a child is at risk of being abused or assaulted either to the NTIS Director or senior NTIS officer.
- Be aware of how personal actions and behaviour may be perceived by others and ensure that personal behaviour at all times is professional and is in no way threatening to children.

All NTIS staff and NEP are obliged by the *Care and Protection of Children Act* to report, as soon as possible, if they believe, on reasonable grounds, that a child has suffered or is likely to suffer harm or exploitation, whether by a parent or otherwise. It is an offence not to do so. NEP should refer to the NTIS Member Protection Policy for how and when such declarations should be made.

## USE OF NTIS RESOURCES

### Overview

NEP have a responsibility to ensure that all NTIS resources are used efficiently and economically. It is essential that NTIS resources are used properly, and any possible negative perceptions the public may have on a NEP's behaviour must be taken into account.

Public resources are any grants to the sport or items paid for by the NTG/NTIS and include official facilities and equipment such as motor vehicles, appliances, laboratory materials, telephones, facsimiles, photocopiers, computers, email services, internet etc.

### General Principles

NEP have a responsibility for ensuring that resources are used efficiently and economically without unnecessary extravagance or waste. NEP have a responsibility to care for and maintain resources in their charge or for which they are accountable. For example, if equipment in a NEP's care needs servicing or special care, it is that person's responsibility to ensure this is done on a timely and efficient basis.

As a general rule, NTIS resources should only be used for work purposes.

Under no circumstances should NEP use any NTIS information technology and telecommunications equipment or services to send or store emails or access the internet in relation to offensive, annoying, illegal or pornographic nature.

NEP should be aware that equipment is shared by a number of different personnel all with different priorities and should ensure that use of NTIS resources does not needlessly limit access by others.

## USE OF CONFIDENTIAL INFORMATION

### Overview

Many NEP, in the course of work, have access to confidential information e.g. personal information and records. NEP are granted access to this information only to enable work to be done. A reputation for integrity and credibility can only be achieved if the community is confident that NEP are able to keep information secure and utilise it for its required purpose. The following guidelines should be followed when dealing with confidential information.

### General Principles

Information must be handled in accordance with the *Information Act* and, in respect of personal information, in accordance with the Information Privacy Principles.

NEP should not disclose any confidential information gained whilst at work unless proper authority is given or they are required to do so by law.

As a general rule, if information is collected for a specific purpose, it should only be used for that purpose and should only be disclosed to people who need it for the same purpose.

NEP must never use confidential information for their own private gain.

NEP have a responsibility to ensure that confidential information in their care or for which they are accountable is kept secure and cannot be accessed by unauthorised people. For example:

- Confidential information on athletes such as recommendations for funding should be stored in a secure place and should never be left lying around.
- If an organisation requests information, it must prove the legitimacy of its inquiry and provide proof of identity.

- If uncertain whether information is confidential or is public knowledge, NEP should always treat it as confidential.
- NEP must follow the above guidelines, even in emergency cases.

*If uncertain whether or not to disclose information, NEP should discuss the matter with their supervisor.*

## **PUBLIC COMMENT**

### **Overview**

“Public comment” includes public speaking engagements (including comments on radio and television), interviews with journalists or reporters, expressing views in a letter to the press or in books or in notices or where it is reasonably foreseeable that publication or circulation of the comment will flow to the community at large.

The following guidelines should be followed when making public comment.

### **Public Comment - personal**

As a community member, NEP have a right to make public comment and enter into public debate on political and social issues. However, in all cases, NEP should make it clear that the comment is their own personal view and that they are not making comment on behalf of the NTIS, or the Government.

### **Public Comment on behalf of the NTIS**

There may be occasions where, as part of job responsibilities, NEP are required to make public comment on behalf of the NTIS. Coaches can discuss the progress results of their squads/athletes in the training and competition environment.

When speaking on behalf of the NTIS, NEP should have a good knowledge of the values, priorities and policies of the NTIS. NEP comment should always be positive and supportive and enhance the image of the NTIS.

## **REPORTING INAPPROPRIATE BEHAVIOUR**

### **Overview**

The reputation of the NTIS, its employees and NEP as individuals depends on personal conduct and willingness to act against inappropriate behaviour. It is expected that staff and NEP would report any instance of inappropriate behaviour committed by any other staff or NEP that is observed.

### **General Principles**

Inappropriate behaviour is any action that is inconsistent with the values of the NTIS and the principles of behaviour as outlined in this Code or the Northern Territory Public Service Code of Conduct. Reporting inappropriate behaviour is encouraged, as the reputation of the NTIS and the Department in general depends on all NTIS staff and NEP being ethical and supporting the NTIS values.

To enhance the operations of the NTIS, staff and NEP are encouraged to report suspected or corrupt conduct, maladministration, serious and substantial waste or unethical behaviour. This would include the following, but this should not be seen as an exhaustive list:

- Duties carried out dishonestly or unfairly.
- Any action or behaviour that has a detrimental effect on our public duty.
- Any breach of public trust.
- Misusing information or material obtained in the course of your duties.
- Undeclared Conflicts of Interest.

## Reports and Comment by NEP

When required to give references for, or make reports on, other Public Sector employees or on persons outside the Public Sector, NEP have a duty to provide frank and accurate comment. NEP should also take care to avoid making statements which could be regarded as malicious or defamatory. Situations in which a report potentially could be regarded as having been made with malice include:

- Where the NEP knowingly includes false or doubtful allegations in a report.
- Where the language of the report is excessively strong or weak, in a manner which might unreasonably mislead the recipient of the report or misrepresent the NEP who is the subject of the report.
- Where extraneous material is deliberately introduced or where omissions are deliberately made so as to create a misleading impression.

*Fraud and Corruption: DON'T IGNORE IT! REPORT IT!*

## CHEATING AND GAMBLING

Under no circumstances is an NEP to be engaged in, or connected with activities or persons that contravene Division 5A of the Northern Territory *Criminal Code Act*, relating to activities involving Match Fixing, Illegal Gambling and Misuse of inside information for betting purposes.

## CONCLUSION

### Overview

It is essential that NEP take the time to understand this NTIS Code of Conduct and how it impacts on their day-to-day duties. It is an NEP's responsibility to ensure they are working in a manner consistent with this Code and in a way that supports the NTIS values. It is intended to be a practical and useful document, which will help NEP to resolve some of the many dilemmas that might confront them in their engagement with the NTIS. It will be reviewed and monitored on an ongoing basis to take account of new or changed circumstances.

The NTIS also has specific policies which deal, in more detail, with some of the matters covered by the NTIS Code of Conduct. Whilst the emphasis is on taking personal responsibility for actions and using the Code as a guide to assist NEP when they are faced with an unfamiliar or ambiguous situation, the NEP's supervisor is also there to offer guidance and support. If unsure about any aspects of this NTIS Code of Conduct, or further information is required, please speak to the NTIS Director or their supervisor.

### Relevant legislation

The following legislation is also relevant:

- The Northern Territory *Anti-Discrimination Act* and in particular section 20.
- The Commonwealth *Sex Discrimination Act* and *Racial Discrimination Act*.
- The Northern Territory *Information Act* and in particular the Information Privacy Principles.
- The Northern Territory *Care and Protection of Children Act*.
- The Northern Territory *Criminal Code Act* particularly sections 76- 85, 92, 121, 122, 222 and Division 5A.

### Relevant NTIS Policies and Procedures

- NTIS Anti-Doping Policy.
- NTIS Member Protection Policy.
- NTIS Supplement Guidelines
- NTIS Athlete Disciplinary Guidelines
- NTIS Sports Medicine and Physiotherapy Policy

## APPENDIX 1

### Signing Page

NTIS Code of Conduct for Personnel not employed by the NT Government signing page.

I have read and understood and agree to abide by the terms of the NTIS Code of Conduct for Non NT Government personnel:

Signature: \_\_\_\_\_

Full name: \_\_\_\_\_

Date: \_\_\_\_\_