# Prohibited behaviour policy template

## Explanatory note

The Code of Integrity for Sport and Recreation (the Integrity Code) requires organisations to prohibit behaviours that are a threat to integrity. This is Minimum Standard 1 in the Integrity Code (clause 11 of the Integrity Code).

This prohibited behaviour policy template covers the minimum requirements you need to meet to prohibit harmful behaviour within sport and recreation.

Under the Integrity Code prohibit means to formally forbid the behaviour in your organisation, and sport and recreation activity, through rules, policies or procedures (clause 11(2) of the Integrity Code). While it’s not possible to prevent all harmful behaviour, it is important you are clear certain behaviours are not tolerated and may result in disciplinary action.

### It complies with the Integrity Code

Organisations who use and implement this policy template without changing the content, or add the mandatory sections of this policy to their existing policies, will comply with Minimum Standard 1.

Even if you haven’t adopted the Integrity Code, we encourage you to use and implement this policy template or to develop and adapt your own prohibited behaviour policy using this policy template as a guide*.*

We encourage you to go beyond Minimum Standard 1 to create the safest and fairest sport and recreation environment possible for your members and participants.

Organisations that do not organise, sanction or authorise sporting competitions, events or activities do not need to prohibit the following behaviours:

* manipulation or attempted manipulation of the result or course of a sporting competition or activity
* sports betting activity connected with competition manipulation or the misuse of inside information connected with competition manipulation or sports betting.

## How to use this policy template

1. Download and save to your computer*.*
2. Either:
	1. use this policy by inserting your organisation’s logo, name and sport or recreation activity where indicated, or
	2. adapt your existing policy or policies that address prohibited behaviours (eg, a Code of Conduct) by adding the mandatory sections of this policy indicated in [blue]. Check that the wording your existing policy is consistent with the mandatory sections and, if it is not, you will need to change it.

### Creating guidelines

The policy template indicates where you must create and include guidelines to support the policy. This document is not a substitute for the specific guidelines that your organisation must have to support policies of this type.

### Further guidance

[Integrity in sport and recreation](https://sportintegrity.nz/integrity/integrity-in-sport-and-recreation)

[Participant protection](https://sportintegrity.nz/integrity/participant-protection-and-safeguarding/participant-protection)

[Competition manipulation](https://sportintegrity.nz/integrity/anti-corruption/competition-manipulation)

### Contact us

For questions about the Integrity Code, contact our team at:

Email: integritycode@sportintegrity.nz

Phone: 0800 378 437

# Prohibited behaviour policy

## Our commitment to you

We’re committed to protecting your rights to take part in [sport/activity] and:

* be safe, respected and treated fairly
* participate in activities free from harm, cheating and corruption.

This policy provides more detailed information about what behaviours are not allowed at [name of organisation] or in [sport or recreation activity] and what happens if these behaviours do occur.

### How we protect you

We do this by prohibiting harmful behaviours at [name of organisation]. This means that it is against our rules for you to be:

* bullied, abused, intimidated, or harassed
* discriminated against including because of your ethnicity, disability, or sex
* harmed sexually, which includes any sexual contact or activity you don’t consent to
* retaliated against or victimised if you make a complaint or participate in a complaint or investigation process related to integrity
* participating in an event or activity where there is corruption, match-fixing or any other form of fraud.

### You also have commitments

As well as being protected, you also have obligations not to behave this way towards others in [sport or recreation activity].

### Who you can speak to

If you are concerned about behaviour you see or experience at [name of organisation] or in [sport or recreation activity], you can make a complaint under this policy either to:

* [name of organisation] or
* the Sport Integrity Commission – [sportintegrity.nz/make-a-complaint](https://sportintegrity.nz/making-a-complaint/make-a-complaint)

*Add your logo here*

## Introduction

1. Everyone at [name of organisation] including members, participants and those who work for and with us has the right to:
* take part in [sport or recreation activity]
* be safe, respected and treated fairly, equitably and with dignity
* participate in [sport or recreation activity] activities and environments that are free from harmful behaviour, cheating and corruption.
1. [name of organisation] aims to protect these rights by putting in place minimum standards of behaviour to ensure the [sport or recreation] activities and environments we organise and oversee are fair, inclusive, positive and safe.

## Purpose

1. This policy helps to create a fair, inclusive and safe environment at [name of organisation].
2. The policy:
* describes our commitment to building a culture of integrity
* describes the behaviours that are prohibited at [name of organisation] and in [the sport or recreation activity] and the environments we are responsible for
* gives effect to our obligations under the Code of Integrity for Sport and Recreation (the Integrity Code).

## Who this policy applies to

1. This policy applies to the members, staff, volunteers and contractors of [name of organisation] as well as all participants (as defined below) involved in [the sport or recreation] activities, events and competitions we are responsible for.
2. We are committed to ensuring that all members, staff, volunteers, contractors and participants are aware of, and understand this policy and all other relevant policies, processes and guidance.

## When this policy applies

1. This policy applies to a person who is bound by it when they are participating or performing any roles or responsibilities in relation to [name of organisation] or [the sport or recreation] activities, events and competitions we are responsible for including, but not limited to:
* participating in [sport or recreation activity]
* communication about or related to [name of organisation] or [sport or recreation activity] including online and social media communication
* relationships that are connected to [name of organisation] or [sport or recreation activity]
* any acts or omissions that occur in or outside of Aotearoa New Zealand.
1. We are committed to ensuring that our members, staff, volunteers, contractors and participants are aware of, and understand, this policy and all other relevant processes and guidance.

## Definitions

1. In this policy,participant includes:
* a player, competitor, or any other person who takes part in [sport/recreation]
* an official or administrator
* a coach, trainer, or other person who gives instruction in relation to [sport/recreation]
* a manager, an agent, or a team staff member
* a person providing medical or paramedical services to a person who takes part in [sport/recreation] or a team or group
* a parent or caregiver of a person who takes part in [sport/recreation]
* any other person working with, treating, or assisting a person who takes part in [sport/recreation] or a team or group
* a volunteer providing services for [sport/recreation].

## Te Tiriti o Waitangi

1. [Name of organisation] is committed to upholding the mana of Te Tiriti o Waitangi and the principles of partnership, protection and participation. This policy has been prepared in line with this commitment and its text and implementation is guided by the following values and principles.
* Whanaungatanga: fostering positive relationships, connections and a sense of community between participants, particularly for people who are disadvantaged or at risk.
* Manaakitanga: participants are treated, and treat each other, with dignity and respect.
* Hauora: physical, psychological, spiritual, family and social wellbeing of participants and recognising sport and recreation should make a positive contribution to participants’ wellbeing.
* Haumarutanga: the importance of protecting the safety and wellbeing of participants, particularly when they are at risk.
* Mokopunatanga: an emphasis on the wellbeing of children and young people, and ensuring future generations thrive.
* Pono: acting in a way that is trustworthy, honest and fair.
* Utu and ea: reciprocity and opportunities for repairing harm done and restoring a state of balance.

## Our integrity commitment

1. [Name of organisation] wants all people to have positive, safe and enjoyable experiences within the [sport/recreation] activities, events, competitions and environments we organise and oversee.
2. [Name of organisation] expects those bound by this policy to:
* obey the laws that apply to them
* follow the principles of fairness, and encourage others to do the same
* respect the rights, dignity and value of others
* be considerate and treat everyone fairly and equitably
* be a positive role model
* communicate with others in a way that is honest and considerate
* be committed to enhancing the quality of the [sport or recreation] environment
* behave professionally, responsibly and ethically at all times
* behave in a way that is not discriminatory, bullying, harassing, racist, sexist, violent, abusive or otherwise inappropriate or harmful to others
* act in good faith towards [name of organisation]
* show commitment to [name of organisation]’s purpose and values
* act consistently with [name of organisation]’s policies, rules and processes
* promptly report to [name of organisation] any actual or suspected breaches of this policy or any other [name of organisation] policies they are bound by.

## Prohibited behaviours are not tolerated

1. [Name of organisation]does not tolerate behaviour that undermines the safety of participants in [name of organisation] and the safety and fairness of [sport/recreation].
2. A person who is bound by this policy must not engage in or attempt to engage in any of the following prohibited behaviours, which are further defined in Schedule 1 of this policy:
* bullying, violence, abuse, intimidation, or harassment
* child abuse, child sexual abuse or child neglect
* sexually harmful behaviour
* any form of discrimination
* competition manipulation and associated activity
* corruption, fraud, deception or breach of trust
* retaliation against or victimisation of any person because that person makes or intends to make a complaint or disclosure to [name of organisation], the Sport Integrity Commission or another organisation bound by the Integrity Code.

A prohibited behaviour can be an act or an omission, and includes behaviour that happens online or through electronic means.

1. A person breaches this policy if they engage in, or attempt to engage in, a prohibited behaviour.
2. A person who breaches this policy may be disciplined under [name of organisation]’s disciplinary policy.

## What is not a prohibited behaviour

1. Occasional differences of opinion, conflicts and problems in relationships do not necessarily represent bullying or harassment. Fair management, coaching, managing under-performance, or other legitimate actions in line with [name of organisation]’s policies and procedures do not constitute a prohibited behaviour.
2. Some examples of behaviours that do not constitute abuse, bullying or harassment include:
* one-off or occasional instances of forgetfulness, rudeness or tactlessness
* friendly, occasional banter, light-hearted exchanges, non-sexual mutually acceptable jokes and compliments
* issuing reasonable instructions, in a reasonable way, and expecting them to be carried out
* warning or disciplining someone in line with [name of organisation’s] policies and procedures
* insisting on high standards of performance in line with agreed upon expectations
* legitimate feedback about activity/sporting or work performance (not expressed in a hostile, harassing manner)
* expressing opinions that are different from others
* targeted diversity policies or reasonable accommodation and provision of work aids for disabled people
* queries reasonably made to determine eligibility to participate in competitive sporting events or activities a single incident of low-level unreasonable behaviour.
1. Force or aggression will not be a prohibited behaviour if it is permitted under the rules or required during a sport or recreation activity, or if it is not within the rules but was resolved within the course of the sport or recreation activity.
2. A behaviour that does not meet the definition of prohibited behaviour set out in this policy may still be inappropriate, harmful, and contrary to the values of [name of organisation] or may constitute a breach of another [name of organisation] policy or rule.

## Reporting prohibited behaviours

1. We take allegations and complaints about instances of prohibited behaviour seriously.
2. Any suspected or actual breaches of this policy should be reported promptly and in accordance with [name of organisation]’s complaints and dispute resolution policy or to the Sport Integrity Commission by [insert contact details].

### Related policies

* Safeguarding policy
* Child protection policy
* Complaints and dispute resolution policy
* Disciplinary policy
* Protected disclosures policy
* Privacy policy

### Policy approval

1. This policy was approved on [insert date] by [insert organisation representative].

### Review of policy

1. This policy must be reviewed by [insert date no later than one year after approval date – should be an annual review].

# Schedule 1 – Definitions of prohibited behaviours

## Bullying, violence, abuse, intimidation and harassment in sport and recreation

**Abuse** includes physical, psychological, emotional and sexual abuse.

**Bullying**

* + - 1. means unreasonable behaviour directed towards a person or people that does, or is likely to, lead to physical or psychological harm
			2. includes repeated behaviour but may be a serious single incident.

Examples of bullying in sport and recreation include:

* name-calling, insults, swearing, or sarcasm
* punishment that is out of proportion, unfair or dangerous
* frequent teasing or horseplay that goes too far and causes a person distress
* physical violence, rough touching that is not justified in a contact sport
* spreading gossip or rumours, including on social media and online platforms
* withholding information, assistance or equipment that a person needs to perform.

### Harassment

* + - 1. means unwelcome or unwanted behaviour that is offensive, threatening, or degrading (including harassment that is sexual in nature) and that has had, or is likely to have, a harmful effect on the person or group the behaviour is targeted at
			2. includes unwanted and repeated contact with a person but may be a serious single incident.

Examples of harassment in sport and recreation include:

* sexual harassment (eg, sending unwanted sexually suggestive emails or texts)
* racial harassment (eg, telling insulting jokes about a person’s culture or the country they’re from).

**Intimidation** means behaviour that is intended to cause fear or distress (eg, threatening an act of violence, or watching, following or accosting a person).

## Violence

* + - 1. means the intentional use of force or aggression (including verbal) to harm a participant physically, psychologically, emotionally, spiritually, sexually or socially
			2. does not include:
		1. force or aggression that is permitted under the rules or required during a sport or recreation activity (eg, a regulation tackle in rugby union or rugby league)
		2. force or aggression that is not permitted under the rules or required during a sport or recreation activity, but can be, or was, resolved within the ordinary course of the sport or recreation activity (eg, a yellow or red card for a non-regulation tackle).

## Child abuse and neglect

**Child abuse** means harming (whether physically, emotionally, psychologically, or sexually), ill-treatment, abuse, neglect or deprivation of any child or young person under 18 years of age.

**Child sexual abuse** means acts or behaviours where an adult, older or more powerful person uses a child or young person under 18 years of age for a sexual purpose.

**Child neglect** means the persistent failure to meet the physical and/or psychological needs of children and young people under 18 years of age, and not doing or providing the things they need to stay safe and be healthy.

## Sexually harmful behaviour

**Sexually harmful behaviour** means any verbal, visual or physical sexual contact or activity that is not freely consented to and includes:

* + - 1. any non-consensual touching, contact or behaviour (verbal, visual or physical) of a sexual nature
			2. forcing, coercing, pressuring or manipulating a person (whether directly or indirectly) into sexual activity
			3. sexual attention or comments that are unwelcome and offensive and are either repeated, or of such a significant nature that it has a detrimental effect on that person, including about a person’s sexual orientation, gender identity, gender expression, variations of sex characteristics, or sexual history, or sexual comments about a person’s body, personality or other characteristics
			4. any sexual contact or conduct, including sexual attention or comments, by an adult with a child or young person under 16 years of age regardless of whether the person consents
			5. an adult building a relationship with a child or young person that is, or appears to a reasonable person to be, for the purposes of instigating sexual contact or sexual attention (this is commonly known as grooming)
			6. using a position of trust, authority or power (perceived or actual) to enter into a sexual or intimate relationship with a participant
			7. taking, sharing or displaying images, recordings or videos of a sexual nature without consent.

## Discrimination

**Discriminatory behaviour** includes:

* + - 1. slurs, derogatory language or other offensive behaviour directed at a person or group of people because of a prohibited ground of discrimination under the Human Rights Act 1993
			2. excluding, neglecting, or refusing to participate with other people based on a prohibited ground of discrimination
			3. inciting or encouraging others to behave in a discriminatory manner
			4. any other prohibited behaviour in the Integrity Code (eg, bullying, harassment, sexually harmful behaviour, or retaliation) directed at a person or group of people based on a prohibited ground of discrimination.

It does not include an act or omission covered by an exception in the Human Rights Act 1993 (eg, competitive sporting events or activities that only disabled people take part in) or is a reasonable query to determine eligibility to participate in competitive sporting events or activities.

## Competition manipulation and associated activity

**Manipulation of the result or course of a sporting competition or activity** means an intentional arrangement, act or omission aimed at improperly changing the result or course of a sporting competition in order to remove all or part of the unpredictable nature of the sporting competition with a view to obtaining an undue benefit for oneself or for others.

**Sports betting activity connected with competition manipulation** includes betting in relation to:

* + - 1. a competition the participant is directly participating in
			2. any event of a multisport competition they are a participant of.

**Misuse of inside information** means:

* + - 1. using inside information for betting, any form of manipulation of sporting competitions or any other corrupt purpose, whether by the participant or another person or entity
			2. disclosing inside information to any person, with or without a benefit, where the participant knew or should have known that such disclosure might lead to the information being used for the purpose of betting, any form of manipulation of competitions or any other corrupt purposes
			3. giving or receiving a benefit for providing inside information, regardless of whether any inside information is actually provided.

Conduct that is permitted under the rules or required during a sport or recreation activity cannot be considered improper.

**Inside information** means information relating to any competition that a person possesses by virtue of their position in a sport or competition, excluding any information:

* + - 1. already published or common knowledge
			2. easily accessible to interested members of the public
			3. disclosed in accordance with the rules and regulations governing the competition.

## Corruption, fraud and other forms of deception or breach of trust

**Corruption, fraud and other forms of deception or breach of trust in sport and recreation** includes:

* + - 1. offering, promising or giving an undue benefit to a person in a position of trust or authority;
			2. the solicitation, acceptance or receipt of an undue benefit by a person in a position of trust or authority;
			3. abusing or misusing a position of trust or authority to obtain an undue benefit
			4. obtaining a benefit, or causing loss or injury to another person, through deception
			5. an intentional failure to disclose a conflict of interest or manage a conflict of interest
			6. using or disclosing confidential information to obtain a benefit.

For the purposes of the definition above:

* + - 1. **benefit** includes a financial benefit, valuable consideration, office, employment, or any other benefit, whether direct or indirect
			2. **undue benefit** means any benefit that is improperly or unlawfully obtained, accepted, offered, given, or agreed to
			3. **conflict of interest** is when a person’s personal interests or obligations conflict with the responsibilities of their job or position.

## Retaliation or victimisation in relation to complaints and dispute resolution

**Retaliation** is when an organisation subjects, or organises to subject, a participant to any detriment or disadvantage (including any detrimental or disadvantageous effect on the participant’s selection for activities, events, or competitions in sport or recreation) in circumstances in which other participants in those activities, events, or competitions are not or would not be subjected to such detriment or disadvantage because the participant:

* + - 1. makes or intends to make a complaint to the Commission
			2. provides or intends to provide information to the Commission for the purposes of an investigation by the Commission.

**Victimisation** is when a person (A) treats, or threatens to treat, another person (B) less favourably than A would treat other persons in the same or substantially similar circumstances because:

* + - 1. B (or a relative or an associate of B):
		1. makes or intends to make a complaint to the Commission, has encouraged another person to do so, or has given information in support of, or relating to the complaint
		2. provides or intends to provide information to the Commission for the purposes of an investigation by the Commission, has encouraged another person to do so, has given information in support of, or relating to the investigation
			1. A believes or suspects that B (or a relative or an associate of B) intends to do, or has done, anything described in paragraph (a).

A’s actions are not considered victimisation if B knowingly made a false allegation or otherwise acted in bad faith.

If victimisation occurs and A is not bound by the Integrity Code, then the victimisation is unlawful under section 55(3) of the Human Rights Act 1993.