

 Code of Conduct	
Policy Type	Human Resources
Date Reviewed	23 rd May 2017

1. Code of conduct

1.1 The Code of Conduct ('Code') relates to Muay Thai Australia ('the MTA') and, where relevant, operates in conjunction with other policies relating to minimum standards of behaviour and conduct, or Contract for Services.

2. Commencement of the code

2.1 This Code will commence from 23rd May 2017 . It replaces all other codes of conduct of the MTA, if any (whether written or not).

3. Scope

3.1 The Code applies to all members, voting members, officials, employees, Directors, contractors and Board Members (including temporary contractors) of MTA, collectively referred to as 'organisation participants'.

The code of Conduct for Head Instructors and Gym member clubs covers all persons that are the responsibility of the head trainer and/or representing the club. Any second, cornermen, fighter that is representing the club is deemed to be under the control of the Head Instructor and is covered by the MTA Code of Conduct. Any person representing the club in public, on social media or at competitions is covered by this code.

3.2 The Code does not form part of any employee's contract of employment. Nor does it form part of any other organisation participant's contract for services.

4. Purpose

4.1 The MTA recognises the importance of a work environment which actively promotes best practice. The purpose of this Code is to describe the standards of behaviour and conduct expected from MTA representatives in their dealings with customers, suppliers, clients, co-workers, fighters, trainers, management and the general public.

4.2 The MTA expects all organisation participants to observe the standards set out in this Code. Compliance with this Code is expected and non-compliance may result in disciplinary action, up to and including the termination of employment or contract for services.

5. The Code requirements

5.1 All organisation participants are expected to observe the highest standards of ethics, integrity and behaviour during the course of their employment or engagement with the MTA. This Code provides an overview of the MTA's fundamental business values. It is by no means exhaustive, but summarises some of the MTA's most important policies, which are based on standards that underlie business ethics and professional integrity standards that apply to all organisation participants.

5.2 As representatives of the MTA, all organisation participants are expected to conduct themselves in a professional and courteous manner and observe the following standards of behaviour both inside the organisation and outside the organisation where the organisation participant can be perceived as representing the

MTA:

- a) Comply with all laws, policies, procedures, rules, regulations and contracts.
- b) Comply with all lawful and reasonable directions from MTA.
- c) Be honest and fair in dealings with customers, clients, suppliers, co-workers, management and the general public.
- d) Display the appropriate image of professionalism at the organisation. This may include wearing the required uniform.
- e) Treat customers, officials, clients, suppliers, co-workers, fighters, trainers, company management, government representatives and the general public in a non-discriminatory manner with proper regard for their rights and dignity. In this regard, discrimination, victimisation or harassment based on a person's race, colour, religion, national origin, age, sex, sexual orientation, marital status, family responsibilities, pregnancy or potential pregnancy, MTA membership or non-membership, mental or physical disability, or any other classification protected by law will not be tolerated.
- f) Do not display behaviour or conduct that is abusive, harassing, threatening, insulting, offensive, aggressive, harmful or partake in physical violence.
- g) Must not abuse the advantages of their position for private purposes, or solicit or accept any benefit in connection with their employment or engagement which might compromise, or be seen to compromise their integrity or the MTA's reputation.
- h) Participation in business related functions, including accepting lunches or other meals with a supplier, related party or sponsor is permissible however, care should be exercised to ensure these functions have an underlying business purpose and that their value and frequency are not excessive. Where this requires travel

or overnight accommodation, approval from the General Secretary or President must be obtained before accepting. Organisation participants must ensure that their conduct and behaviour at such activities does not cause embarrassment or reflect negatively on the MTA.

- i) The MTA has a legitimate interest in the private activities of organisation participants, where such activities may bring disrepute upon the MTA in its relationships with customers, clients, suppliers, players and the general public at large.
- j) Observe health and safety policies and obligations, and co-operate with all procedures and initiatives taken by the MTA in the interests of work health and safety.
- k) Refrain from any form of conduct which may cause any reasonable person unwarranted offence or embarrassment or give rise to the reasonable suspicion or appearance of improper conduct or biased performance.
- l) Not act for an improper or ulterior purpose to the detriment (whether perceived or actual) of the MTA.
- m) Respect the MTA's ownership of all of its property including but not limited to funds, equipment, supplies, books, records and confidential information (however described).
- n) Maintain during their employment or engagement with the MTA and after the termination of employment or engagement, the confidentiality of any confidential information, records or other materials acquired during the employment or engagement with the MTA.
- o) Not make any unauthorised statements to the media about the MTA's business (requests for media statements should be referred to the President or General Secretary).
- p) Promptly report any violations of law, ethical principles, policies and this Code.

7. Breaches of this code

7.1 A breach of this Code may lead to disciplinary action including, but not limited to, termination of employment, membership or services.

Breaches of the code by any member of any club or person representing the club (trainer, second, coach, corner person or any other role that the person is known to be the representative of the club) will be actioned against the Head Instructor, in the first instance. Any person that is not the head Instructor, that disciplinary action is brought against, is deemed to represent the club and any punishment, if any, will be directed at the Club and Head Instructor, of the Member Club, as the responsible person.

Variations

MTA reserves the right to vary, replace or terminate this Code from time to time.

Code version and revision information

Code authorised by: Anthony Manning

Title: General Secretary

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