



<b>AUSTRALIAN NATIONAL WORKING EQUITATION</b>	<b>Code of Conduct</b>
Document Number:	P.001
Last Review Date:	September 2021
Next Review Date:	July 2023
Responsible Portfolio:	Board
Authority	This Policy is made under the ANWEL Constitution. It is binding on all Members of ANWEL.
Signature	
Related Policies	Integrity Framework Member Protection Policy Conflicts of Interest Policy Social Media Policy Privacy Policy Horse and Livestock Welfare Policy

## 1. Introduction

This Code of Conduct aims to set out the minimum standards for anyone involved with working equitation in Australia. It is dedicated to providing a safe, fair and inclusive environment for all involved in working equitation in Australia.

All ANWEL members are to actively encourage and demonstrate behaviours of integrity, respect, responsibility, fairness and safety.

It is the responsibility of all ANWEL affiliates and members commit to this Code of Conduct.

## 2. Application

This Code of Conduct applies to persons who are involved with the activities of ANWEL, whether they are in a paid or unpaid/voluntary capacity and include:

- persons appointed or elected to Boards, Committees and Sub-Committees of ANWEL
- employees of ANWEL
- members of ANWEL including life members;
- members of any State Associations which are affiliated with ANWEL

- members of any Clubs which are affiliated with ANWE
- any horse riders who register with ANWEL and pay a rider's levy
- support personnel, including coaches, managers, veterinarians, physiotherapists, psychologists, masseurs, trainers, grooms and others
- referees, judges and other officials
- participants, parents, guardians and spectators

This Code of Conduct will continue to apply to a person even after he or she has stopped their association or employment with ANWEL, if disciplinary action against that person has begun.

Failure to observe any part of the Code may be considered misconduct and result in disciplinary action.

### 3. Guiding Principles

The following principles are central to this Code and should be adhered to at all times:

#### 3.1 Integrity

- being honest, fair, respectful, trustworthy, reliable, open and transparent in dealings with others
- avoiding any real or perceived conflicts of interest
- striving to earn and sustain a high level of community trust and goodwill
- not engaging in or advocating the possession and use of banned performance enhancing substances or methods, or illicit drugs
- not competing in, or officiate at, any event while under the influence of alcohol or any judgment impairing drug
- not participating in or encouraging any action that may jeopardise the integrity and reputation of working equitation, including competition-fixing, illegal sports betting and other corruption.

#### 3.2 Respect

- treating everyone involved in working equitation in a considerate, objective and courteous manner with proper regard for their rights, dignity and worth
- refraining from any form of discrimination, harassment, bullying, abuse, child abuse, intimidation, victimisation or vilification of others, including on the basis of age, race, sex, disability, sexuality, gender identity or religion

- maintaining appropriate confidentiality, particularly in relation to details of complaints, disciplinary processes and any personal information of any member
- recognising and valuing the contribution of all to working equitation, including volunteer coaches, officials and administrators who give up their valuable time to make working equitation happen.

### 3.3 Responsibility

- considering and accepting the consequences of one's actions and decisions
- being a positive role model by displaying self-control, respect, care and diligence towards all involved with working equitation
- complying with specified child safe standards of conduct expected of adults when dealing and interacting with persons under 18 years of age
- following direction of an official or volunteer to comply with any part of the ANWEL Member Protection Policy, the ANWEL Official Rulebook or any directive of the Organising Committee of the relevant event or competition
- complying with all relevant Australian laws (Federal and State), including anti-discrimination, occupational health and safety and child protection laws
- understanding the possible consequences of breaching the ANWEL Code of *Conduct* and immediately reporting any potential breaches to the appropriate authority.

### 3.4 Fairness

- understanding and abiding by:
  - the ANWEL Official Rulebook and spirit of working equitation
  - ANWEL standards, rules, regulations, memorandums of understanding, agreements and policies
- being informed, consistent, impartial, just and reasonable in dealings with others
- being a 'good sport' by encouraging and praising fair competition over winning at all costs
- providing a 'fair go' to people of all abilities to be involved in working equitation and reach their full potential

- abiding by decisions made by officials, making any appeal(s) through the formal process
- maintaining the required standard of accreditation and professional competencies as applicable, and ensuring any representations made to any ANWEL affiliate, club or member regarding accreditation and professional competencies are true and correct.

### 3.5 Safety

- providing a safe, welcoming and inclusive environment that places the health, welfare and well-being of participants above all else
- taking all reasonable steps to ensure equipment, facilities and events meet health and safety standards and are appropriate to the age and ability of participants
- being aware of and abide by policies and practices in relation to injury management, adverse weather, child safe standards, horse and livestock welfare
- showing concern and caution towards others who may be sick or injured and immediately reporting any safety issues to appropriate authorities.

## 4. Breaches of the Code

It is a breach of this Code for any person or organisation bound by it to do anything contrary to this Code of Conduct.

The ANWEL Board may, deal with a breach of this Code in any, or all of the following ways:

- speak with the offending person(s) about their behaviour
- further investigate the claim to determine validity and seriousness
- mentor the offending person(s) on how to improve his/her behaviour
- refer the matter to mediation between the aggrieved parties
- require the person(s) to complete further education
- issue a written warning to the person(s)
- take disciplinary action
- suspend an ANWEL Accredited Judge or Coach's accreditation
- suspend or cancel ANWEL rider membership

- cancel an ANWEL Accredited Judge or Coach's accreditation; and/or
- impose conditions on the ANWEL Judge or Coach's accreditation, which may include a requirement for the Judge or Coach to complete education and/or training courses in order to maintain their accreditation.

For the avoidance of doubt, this list is not exhaustive and other disciplinary action may be considered. Refer to **Disciplinary Measures** under the **ANWEL Member Protection Policy**

Before taking action of breach of this Code of Conduct, the alleged offending persons(s) must be provided with a written notice of the alleged breach of this Code and be given 14 days to respond to the allegations.

If after 14 days no response is received, the ANWEL Board may proceed to consider disciplinary action.

If after 14 days the alleged offending persons(s) has provided a response, the ANWEL Board may decide to consider disciplinary action or may dismiss the allegations and no further action is required.

A decision made under this Code of Conduct takes immediate effect. The alleged offending persons(s) must be provided with written notice of the decision, and the reasons for the decision within 7 days of making the decision.

A decision by the ANWEL Board is final.

#### 4.1 Warnings

Warnings may be given by ANWEL, its affiliated State Associations or its affiliated Clubs in connection with any of the following:

- abuse of a horse or livestock in any manner which causes or is likely to cause pain or unnecessary discomfort - refer to the **ANWEL Horse and Livestock Welfare Policy**
- abuse of any official of ANWEL, its affiliated State Association or its affiliated Clubs or any official or volunteer at any event or competition organised or sanctioned by ANWEL, its affiliated State Association or its affiliated Clubs including abusive or bullying behaviour directed at an official or volunteer or which denigrates or intimidates or attempts to intimidate an official or volunteer
- failure to follow the direction of an official or volunteer referred to above to comply with any part of the **ANWEL Member Protection Policy**, the ANWEL

Official Rulebook or any directive of the Organising Committee of the relevant event or competition.

- warnings may be issued by the Ground Jury or the Chief Judge for any relevant event or competition (after consultation with the Ground Jury if this is possible or practical) if the abuse or failure referred to above occurs at an event or competition organised or sanctioned by ANWEL, its affiliated State Association or its affiliated Club
- warnings should be issued by the appropriate official as soon as practically possible after the abuse or failure occurs with an explanation of the reason for the warning and the consequences of any further abuse or failure. Any verbal warning should be followed by a written warning as soon as possible after the verbal warning.
- A member of ANWEL or any competitor at any event or competition organised or sanctioned by ANWEL, its affiliated State Association or its affiliated Clubs who receives two or more warnings for any of the above abuse or failures in a 12 month period will be reported to the ANWEL Board as a formal complaint for investigation and determination in accordance with **the Complaints Procedure and Disciplinary Measures** as described in the **ANWEL Member Protection Policy** and could result in suspension of the recipient of the warning.
- A record of all warnings issued will be maintained by ANWEL with details of the person who received the warning, the date of the warning, the nature of the abuse or failure that resulted in the warning and the details of the official or body who issued the warning.