



World Water Safety

## INTERNATIONAL LIFE SAVING FEDERATION

Gemeenteplein 26 – 3010 Leuven – Belgium  
Tel: +32/16 896060 – E-mail: [ils.hq@telenet.be](mailto:ils.hq@telenet.be) - Web: [www.ilsf.org](http://www.ilsf.org)

### ILS POLICY POL 08

## CODE OF CONDUCT

### AUTHORITY

The ILS Bye-Laws require that the Board of Directors shall adopt a Code of Conduct. The Board of Directors has adopted additional, related policies regarding Lifesaving and Ethics and Conflict of Interest.

### PURPOSE

The International Life Saving Federation's reputation in aquatic safety and lifesaving sport and its status as a charitable organization impose high expectations of professional and ethical behaviour. The ILS's reputation depends on the integrity of those affiliated with it. This code of conduct outlines the conduct expected of all staff, contractors, volunteers, members, and participants in ILS events.

### POLICY

All staff, contractors, volunteers, members of the ILS, and participants in ILS events are expected to:

- Operate at all times within the existing governance structure of the International Life Saving Federation;
- Be supportive of the ILS and persons working for or with the ILS;
- Use appropriate and respectful language;
- Focus comments or criticism appropriately and avoid public criticism of volunteers and staff;
- Take reasonable steps to manage the responsible consumption of alcoholic beverages in social situations associated with events of the ILS; and
- Treat all persons with respect.

### Discrimination, Bullying, Harassment, and Violence

The ILS is committed to providing an environment free from discrimination, bullying, harassment, and violence for all of its employees, volunteers, contractors, and those invited to interact with the ILS.

## Definitions

**Discrimination:** Discrimination includes any (negative) differential treatment based on an individual's actual or perceived race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, family status, source of income or sexual orientation, and any other grounds protected by applicable law. Examples of discrimination include insults, ethnic jokes, or derogatory comments directed to disabled persons.

**Bullying and Harassment:** Bullying and harassment is any behaviour that creates an intimidating, demeaning, humiliating, threatening, or hostile environment. This includes any conduct, comment, gesture or contact of a sexual nature and/or unwelcome verbal or physical conduct because of race, religious beliefs, colour, place of origin, gender, physical or mental ability, age, ancestry, marital status, source of income, family status or sexual orientation, such that an individual's performance is impaired or they feel they are not being treated with dignity and respect; physical, psychological, written, or verbal abuse; threats, bullying, intimidation, derogatory remarks, jokes, innuendo, or taunts; unwelcome invitations, requests or demands with sexual overtones; violence or threats of violence: the display of pornographic, racist, or offensive signs or images; practical jokes that result in awkwardness or embarrassment; and unwelcome invitations or requests, whether indirect or explicit.

Bullying and harassment does not include:

- Expressing differences of opinion;
- Offering constructive feedback, guidance or work-related advice about behaviour; or
- Reasonable action taken by the ILS or a supervisor relating to management and direction of volunteers or employees (including counselling, managing performance, taking reasonable disciplinary actions, assigning work or implementing disciplinary actions).

## Reporting

Staff, contractors, volunteers, members, and participants in ILS events who believe they are being subjected to discrimination, bullying, harassment, or violence should:

- a) If comfortable doing so, tell the person believed to responsible for the discrimination, bullying or harassment, or violence that the action is unwelcome and ask the person to stop;
- b) Make a written note of the incident setting out the time of the incident, who was involved, who might have seen it, and the date of the note. This note should be made as soon as possible after the incident; and
- c) Report the matter in writing to any member of the Chancellery, who shall be responsible for quickly bringing the matter to the Chancellery (excepting any conflicted member).

All complaints under this policy will be kept confidential except where disclosure is necessary to investigate the complaint or take corrective action or is otherwise required by law.

Staff, contractors, volunteers, members, and participants in ILS events also have the right to make a complaint of any violation of law to the appropriate civil authorities in the country of occurrence or in the country of the ILS's incorporation.

## Disciplinary Action

Discipline will be addressed in accordance with the ILS Bye-Laws.

## Fraudulent or Malicious Complaints

Any unfounded or frivolous allegations under this policy may cause significant damage to a wrongfully accused person and the ILS. If the ILS determines that anyone has knowingly made false statements regarding an allegation of a violation of this policy, then disciplinary steps will

be taken in accordance with ILS legislation.

### No Reprisals

To encourage affected people to bring forward complaints of discrimination, bullying, harassment, and violence, people who are witnesses or are otherwise involved in advancing a complaint, in good faith, will not be subject to any discipline or any other form of retaliation because a complaint has been advanced and otherwise acted upon by the ILS. Anyone who subjects someone else to discipline or any other form of retaliation for advancing or furthering a complaint made and pursued in good faith will be subject to discipline in accordance with the ILS Bye-Laws.

Policy approved by the Board of Directors on 07/10/2019