



PEOPLE PROTECTION POLICY

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1. INTRODUCTION

Oceania Gymnastics Union Ltd. (OGU) is committed to providing a sport and work environment free of discrimination, harassment (sexual or otherwise) and physical violence, where individuals are treated with respect and dignity. In accordance with International Gymnastics Federation (FIG) Statutes Article 2.2, OGU will not tolerate acts of physical violence, discriminatory or harassing behaviour under any circumstances and may take disciplinary action against anyone who breaches this People Protection Policy. Such disciplinary action is outlined in the OGU Discipline, Grievance and Appeals Policy which must be read in conjunction with this policy.

OGU's People Protection Policy is part of the organisation's proactive and preventative approach to tackling inappropriate behaviour and as such sets out the Codes of Conduct within which everyone associated with the organisation is expected to abide.

OGU is committed to ensuring that the safety, welfare and wellbeing of all people, but in particular children, are maintained at all times during their participation in activities run by OGU. Child safety is embedded into OGU's governance and culture through the [Child Safety Commitment Statement](#), jointly signed by the OGU President, alongside the Presidents of all OGU Member Federations and is further defined in the organisation's [Child Safe Policy](#), that must be read in conjunction with this policy.

Oceania Gymnastics Union recognises and embraces the diverse cultures of our member federations. This policy represents the shared expectations and actions of our members when it comes to protecting our people. OGU respectfully acknowledges that laws regarding discrimination, harassment, child protection and other areas covered by this policy vary across the countries of Member Federations and those to which this policy applies. This Policy has been developed to adhere to international standards such as the United Nations Core International Human Rights Instruments, as well as the Australian Department of Foreign Affairs and Trade's Environmental and Social Safeguard Policy. This Policy operates in conjunction with common and statute law and does not exclude or replace the rights and obligations of any individual under Family or other Law Acts in individual countries in which OGU conducts programmes. This Policy should be seen as a component of the broader ethical framework and Codes of Conduct of OGU. Disciplinary processes are a means to establish and maintain an ethical, efficient and effective organisation and should not be seen in isolation from the overall goals of the organisation.

2. PURPOSE

This People Protection Policy aims to maintain ethical and informed decision-making and responsible behaviours within our sport. It outlines our commitment to a person's right to be treated with respect and dignity and to be safe and protected from abuse. This policy informs everyone involved in our sport of his or her rights and responsibilities and the standards of behaviour that are required.

The OGU Discipline, Grievance and Appeals Policy which must be read in conjunction with this policy, outlines the disciplinary procedures that support our commitment to eliminating discrimination, harassment, physical violence and other forms of inappropriate behaviour from our sport.

Child protection is seen as such an important area to prioritise that OGU has a separate Child Safe Policy that should be read in conjunction with this policy.

As part of the commitment to ensuring a safe environment for all participants, OGU may take disciplinary action against any person or organisation bound by this policy if they breach it or the Child Safe Policy.

This policy, the Child Safe Policy and the Discipline, Grievance and Appeals Policy have been endorsed by the OGU Board of Directors and have been adopted as OGU policies in accordance with Clause 19 of the OGU Constitution. They start on the date they are adopted by the Board and will operate until reviewed and replaced. This policy and/or its attachments may be amended from time to time by the Board in accordance with the OGU Constitution. Copies of the policy and its attachments can be obtained from the OGU office or on the OGU website at www.oceaniagymnastics.org

For information on the rights, responsibilities and requirements for people involved in our sport at the Member Federation level, please refer to the Member Protection Policy of the relevant Member Federation.

For information on the responsibilities and requirements for people connected to OGU's DFAT funded international programs, refer to the OGU Child Safe Policy.

3. SCOPE

This Policy applies only to OGU programmes inclusive of any staff member (voluntary or paid) working or located within the OGU region (including those attached to other organisations), contractors, sub-contractors, travelling board members, programme participants (ie. volunteers, scholarship holders, trainers, group leaders and facilitators) and/or any accompanying dependants and other family members.

Each OGU Member Federation is responsible for developing and implementing a policy for Member Protection that conforms with the intent and guiding principles of this policy and the International Gymnastics Federation (FIG)'s Codes of Ethics and Conduct.

- Where OGU representatives are conducting programmes in a Member Federation's jurisdiction, that Member Federation's Member Protection policy will apply in the first instance.
- Where OGU representatives are conducting programmes in a developing country which does not yet have a Member Protection Policy, this OGU People Protection Policy will apply.
- In a situation where a representative of one OGU Member Federation visits another Member Federation and an incident is reported, that representative's Member Federation may, at its discretion conduct its own investigation.

This policy will continue to apply to a person, organisation or Member, even after they have stopped their association or employment with OGU, if allegations and/or disciplinary action against that person, organisation or Member commenced while they were associated with or employed by OGU.

4. DEFINITIONS

The definitions below set out the meaning of words used in this policy and its attachments without limiting the ordinary and natural meaning of the words. The definitions are based on terminology within the United Nations Glossary on Sexual Exploitation and Abuse, the Australian Department of Foreign Affairs and Trade (DFAT) Environmental and Social Safeguard Policy and are compliant with the DFAT Child Protection Policy 2017.

Abuse is the misuse of power through which the perpetrator gains control or advantage of the abused, using and causing physical or psychological harm or inciting fear of that harm. Abuse prevents persons from making free decisions and forces them to behave against their will.

Board means the Board of OGU as constituted from time to time

Child means every person below the age of 18. This Policy uses the United Nations Convention on the Rights of the Child definition of a child, being any person under the age of 18.

Child Abuse is the physical, sexual, emotional mistreatment or neglect of a child resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power.

Codes of Conduct means the Codes of Conduct outlined in Appendix 1 of this policy.

Complaint means a notice in writing issued by the OGU which sets out all relevant facts, matters, and circumstances relevant to a grievance (Who, What, Where, When).

Complainant means a person notifying the OGU of a grievance.

Discrimination occurs when someone is treated unfairly or less favourably than another person in the same or similar circumstances because of a particular personal characteristic.

According to the International Gymnastics Federation (FIG) Code of Ethics and under this policy, it is prohibited to discriminate against someone because of their: race, colour, gender, sexual orientation, language, religion, political or other opinion, national or social origin, property, birth, disability, physical attributes and athletic ability or other status. Many forms of discrimination are also against the law.

Grievance includes any nature of issue or complaint as to the conduct of any Member, event or person associated with the OGU and includes international events conducted by OGU. Notification of a Grievance is made according to the Grievance Procedure in the OGU Grievance, Discipline and Appeals Policy.

Harassment is any type of behaviour that the other person does not want and is likely to make the person feel intimidated, insulted or humiliated. Harassment can be sexual or target a person because of a characteristic including, but not limited to: race, sex, pregnancy, marital status, sexual orientation and is prohibited under this policy and may be against the law.

Harassment may be a single incident but is usually repeated. It may be explicit or implicit, verbal or non-verbal and includes electronic communication.

Requesting, assisting, instructing, inducing or encouraging another person to engage in discrimination or harassment may also be against the law.

Public acts of racial hatred which are reasonably likely to offend, insult, humiliate or intimidate are also prohibited. This applies to spectators, participants or any other person who engages in such an act in public.

Intersex means a person with a variation in sex characteristics including chromosomes, gonads, or genitals that do not allow an individual to be distinctly identified as male or female.

Member means a member of the Oceania Gymnastics Union under Clause 5 of the OGU Constitution.

Member Federation means the National Federation affiliated to the OGU in charge of the sport of gymnastics in that country.

Natural Justice (also referred to as procedural fairness) incorporates the following principles:

- (a) the respondent must know the full details of what is being said against them and any alleged breach of any rules, regulations or policies and have the opportunity to respond;
- (b) all relevant submissions must be considered;
- (c) no person may judge their own case;
- (d) the decision maker/s must be unbiased, fair and just; and
- (e) the penalties imposed must be fair.

OGU means Oceania Gymnastics Union.

OGU Constitution means the Constitution adopted by OGU Members as amended from time to time.

People Protection Information Officer or PPIO (referred to as a Member Protection Officer or MPIO in Member Federations and Clubs) means a person trained to be the first point of contact for a person reporting a grievance under, or a breach of the PPP. He or she provides impartial and confidential support to the person reporting the grievance. The OGU People Protection Information Officer Position Description is outlined in Appendix 2 of this policy.

Respondent means the person or Member Federation who is the subject of a complaint.

Participant means a person who participates in the sport of gymnastics including, but not limited to, athletes.

Sexual Harassment means unwanted, unwelcome or uninvited behaviour of a sexual nature which makes a person feel humiliated, intimidated or offended. Sexual harassment can take many different forms and may include unwanted physical contact, verbal comments, jokes, propositions, display of pornographic or offensive material or other behaviour that creates a sexually hostile environment. Sexual harassment is not behaviour based on mutual attraction, friendship and respect. If the interaction is between consenting adults, it is not sexual harassment.

Sexual harassment needs to be interpreted widely, to encompass the entire range of actions that would reasonably be considered to be sexual in nature, including but not limited to:

- (a) 'contact behaviour', such as sexual intercourse, kissing, fondling, sexual penetration or exploiting a child through prostitution; and
- (b) 'non-contact behaviour', such as flirting, sexual innuendo, inappropriate text messaging, inappropriate photography or exposure to pornography or nudity.

Transgender is a general term applied to individuals and behaviours that differ from the gender role commonly, but not always, assigned at birth. It does not imply any specific form of sexual orientation.

Victimisation means subjecting a person or threatening to subject a person to any detriment or unfair treatment because that person has or intends to pursue their rights to make a Notification of Grievance under government legislation (eg anti-discrimination), under this policy, or for supporting such a person.

5. OGU RESPONSIBILITIES

OGU must:

- (a) comply with this policy;
- (b) promote and model the standards of behaviour outlined in the OGU Codes of Conduct at all times;
- (c) promptly deal with any breaches or complaints made under this policy in a sensitive, fair and timely manner;
- (d) apply this policy consistently;
- (e) recognise and enforce any penalty imposed under this policy;
- (f) ensure that a copy of this policy is available or accessible to the persons and organisations to whom this policy applies;
- (g) use appropriately trained people to receive and manage complaints and allegations (People Protection Information Officers (PPIOs)); and
- (h) monitor and review this policy at least annually.

6. MEMBER FEDERATION RESPONSIBILITIES

Member Federations must:

- (a) comply with this policy;
- (b) develop and implement a policy for Member Protection that conforms with the intent and guiding principles of this policy and the International Gymnastics Federation (FIG)'s Codes of Ethics and Conduct;
- (c) promote and model the standards of behaviour outlined in the OGU Codes of Conduct at all times;
- (d) recognise and enforce any penalty imposed under this policy;
- (e) use appropriately trained people to receive and manage complaints and allegations (Member Protection Information Officers (MPIOs)).

7. INDIVIDUAL RESPONSIBILITIES

Individuals bound by this policy are responsible for:

- (a) making themselves aware of the policy and complying with its standards of behaviour;
- (b) complying with OGU's child-safe recruitment and screening requirements;
- (c) placing the safety and welfare of children above other considerations and in line with the OGU Child Safe Policy;
- (d) being accountable for their behaviour;
- (e) not making false, misleading or vexatious claims against any other member or person;
- (f) following the procedures outlined in this policy and the OGU Discipline, Grievance and Appeals Policy if they wish to make a complaint or report a concern about discrimination, harassment or other inappropriate behaviour; and
- (g) complying with any decisions and/or disciplinary measures imposed under this policy.

8. POSITION STATEMENTS

8.1 Child Protection

Oceania Gymnastics Union (OGU) is committed to the safety, wellbeing, and empowerment of all children accessing our programs and services including those from culturally and linguistically diverse backgrounds and children with disability.

OGU and all our Member Federations have a zero tolerance approach to any form of child abuse. We support the rights of children and we will act immediately to ensure an environment is maintained where children and all participants feel safe, respected, valued and empowered at all times.

To show our commitment to ensuring OGU does everything it can to have a child safe environment for all our young participants, OGU has developed a Child Safe Policy that comprehensively addresses this prioritised focus.

8.2 Inclusion

OGU is committed to implementing inclusive practices in all participation levels for all people accessing our programs and services. OGU will take a leadership role in supporting and encouraging its Member Federations to develop and maintain programs and practices in which diversity is recognised, respected, valued and welcomed.

To show our commitment OGU has developed an Inclusion Policy that sets a standard of equality and diversity within gymnastics in the Oceania region. In particular, the policy focuses on individuals who are:

- Culturally and Linguistically Diverse (CALD)
- Indigenous
- Individuals with an intellectual and/or physical disability

8.3 Discrimination and Harassment

OGU is committed to providing an environment in which people are treated fairly and equitably and that is, as far as practicable, free from all forms of discrimination and harassment.

OGU recognises that people may not be able to enjoy themselves or perform at their best if they are treated unfairly, discriminated against or harassed.

(a) **Discrimination**

Discrimination involves the less favourable treatment of a person on the basis of one or more personal characteristics. The personal characteristics protected by Article 2.2 in the International Gymnastics Federation Statutes and this policy include race, colour, sex, sexual orientation, language, religion, political or other opinion, national or social origin, property, birth, disability, physical attributes, athletic ability or other status.

Discrimination can be either direct or indirect.

Direct discrimination occurs if a person treats, or proposes to treat, a person with a protected personal characteristic unfavourably because of that personal characteristic.

Indirect discrimination occurs if a person imposes, or proposes to impose, a requirement, condition or practice that will disadvantage a person with a protected personal characteristic and that requirement, condition or practice is not reasonable.

For the purposes of determining discrimination, the offender's awareness and motive are irrelevant.

(b) **Harassment**

Harassment is any unwelcome conduct, verbal or physical, that intimidates, offends or humiliates another person and that happens because a person has a certain personal characteristic.

The offensive behaviour does not have to take place a number of times; a single incident can constitute harassment.

Sexual harassment is one type of harassment. Sexual harassment is unwelcome conduct, remarks or innuendo of a sexual nature. It covers a wide range of behaviours and can be verbal, written, visual or physical. Sexual harassment is not limited to members of the opposite sex.

(c) **Prohibition against Discrimination and Harassment**

OGU prohibits all forms of harassment and discrimination based on the personal characteristics listed in Clause 6.2(a) of this policy.

Any person who believes they are being, or have been, harassed or discriminated against by another person or organisation bound by this policy is encouraged to raise their concerns with OGU. A person may make an internal complaint, and in some circumstances, they may also be able to make a complaint to an external organisation.

8.4 Physical Violence

Physical violence is behaviour involving physical force intended to hurt, damage, or kill someone or something and includes (without limitation) physical assault.

OGU will not tolerate acts of physical violence in any circumstances and takes any grievances or concerns relating to actual or threatened physical violence very seriously.

OGU encourages any person who is, or believes that another person is being, or has been the subject of physical violence at the hands of another person bound by this policy to raise their concerns with OGU. A person may report a grievance to OGU internally, and in some circumstances, they may also be able to make a complaint to an external organisation.

8.5 Intimate Relationships

OGU understands that consensual intimate relationships (including, but not limited to sexual relationships) between coaches or officials and adult participants may take place legally. However, this policy will help ensure that the expectations of coaches or officials are clear and, to ensure that if an intimate relationship does exist or develop between a coach or official and an adult participant, that relationship will be managed in an appropriate manner.

Coaches and officials are required to conduct themselves in a professional and appropriate manner in all interactions with participants. In particular, they must ensure that they treat participants in a respectful and fair manner, and that they do not engage in sexual harassment, bullying, favouritism or exploitation.

We take the position that consensual intimate relationships between coaches or officials and the adult participants they coach should be avoided as they may have harmful effects on the participant involved, on other participants and coaches and on the sport's public image. These relationships can also be perceived to be exploitative due to the differences in authority, power, maturity, status, influence and dependence between the coach or official and the participant.

We recommend that if a participant attempts to initiate an intimate relationship with a coach or official, the coach or official should discourage the participant's approach and explain to the participant why such a relationship is not appropriate.

If a consensual intimate relationship does exist or develops between an adult participant and a coach or official, the coach or official is expected to ensure that the relationship is appropriate and that it does not compromise impartiality, professional standards or the relationship of trust the coach or official has with the participant and/or other participants.

In considering the appropriateness of an intimate relationship between a coach or official and an adult participant, relevant factors include, but are not limited to:

- (a) the relative age and social maturity of the participant;
- (b) any potential vulnerability of the participant;
- (c) any financial and/or emotional dependence of the participant on the coach or official;
- (d) the ability of the coach or official to influence the progress, outcomes or progression of the participant's performance and/or career;
- (e) the extent of power imbalance between the participant and coach or official; and
- (f) the likelihood of the relationship having an adverse impact on the participant and/or other participants.

It will often be difficult for a coach or official involved in an intimate relationship with an adult participant to objectively consider its appropriateness and accordingly they are encouraged to seek advice from the PPIO or Secretary General to ensure that they have not involved themselves in inappropriate or unprofessional conduct.

8.6 Pregnancy

Everyone bound by this policy must treat pregnant women with dignity and respect and any unreasonable barriers to participation by them in the sport of gymnastics should be removed. OGU will not tolerate any discrimination or harassment against pregnant women.

While many sporting activities are safe for pregnant women, OGU will advise pregnant women that there may be risks involved with their continuing participation in the sport, and OGU will encourage them to obtain medical advice about those risks. Those risks will depend on the nature of the sporting activity and the pregnant woman's particular circumstances. OGU will take reasonable care to ensure the continuing safety, health and wellbeing of pregnant women. Pregnant women should be aware that their own health and wellbeing, and that of their unborn children, should be of utmost importance in their decision making about the way they participate in gymnastics.

OGU recommends that pregnant women wanting to participate in gymnastics consult with their medical advisors, make themselves aware of the facts about pregnancy in sport, and ensure that they make informed decisions about participation. OGU will only require pregnant women to sign a disclaimer if OGU requires other participants to sign one in similar circumstances. OGU respects women's rights to privacy.

8.7 Bullying

OGU is committed to providing an environment that is free from bullying. Bullying has the potential to result in significant negative consequences for an individual's health and wellbeing, and OGU therefore regards bullying in all forms as unacceptable in our sport.

Bullying is characterised by repeated, unreasonable behaviour directed at a person, or group of persons, that creates a risk to health and safety. Bullying behaviour is that which a reasonable person in the circumstances would expect to victimise, humiliate, undermine, threaten, degrade, offend or intimidate a person. Bullying behaviour can include actions of an individual or a group.

Whilst generally characterised by repeated behaviours, one-off instances can amount to bullying. The following types of behaviour, where repeated, or occurring as part of a pattern of behaviour, would be considered bullying:

- (a) verbal abuse including shouting, swearing, teasing, making belittling remarks or persistent unjustified criticism;
- (b) excluding or isolating a group or person;
- (c) spreading malicious rumours; or
- (d) psychological harassment such as intimidation.

Bullying includes cyber-bullying which occurs through the use of technology. New technologies and communication tools, such as smart phones and social networking websites (refer also to 8.12), have greatly increased the potential for people to be bullied through unwanted and inappropriate comments. OGU will not tolerate abusive, discriminatory, intimidating or offensive statements being made online. Frustration at a judge, teammate, coach or sporting body should never be communicated on social networking websites. These issues should instead be addressed – in a written or verbal statement or Notification of Grievance – to the relevant controlling organisation. Bullying has the potential to cause great anxiety and distress to the person who has been the target of any comments or statements. In some cases, bullying is regarded as a criminal offence punishable by imprisonment, amongst other things.

8.8 Intersex Status and Gender Identity

OGU is committed to providing a safe, fair and inclusive sporting environment where all people can contribute and participate. Everyone bound by this policy must treat people who are intersex or identify as transgender fairly and with dignity and respect. This includes acting with sensitivity and respect where a person is undergoing gender transition. Descriptions of the types of behaviour which could be regarded as intersex or transgender discrimination or harassment are provided in Section 4 of this policy.

(a) **Intersex and Gender identity Discrimination and Harassment**

OGU will not tolerate any discrimination or harassment of a person because of their intersex status or gender identity.

All persons, regardless of intersex status or gender identity, are entitled to be treated fairly and with dignity and respect at all times. OGU will not tolerate any discrimination or harassment of a person who is intersex, identifies as transgender or transsexual or who is thought to be intersex or transgender or has an association with someone who is or is assumed to be intersex, transgender or transsexual. OGU expects all people bound by this policy to act with sensitivity when a person is undergoing gender transition/affirmation.

(b) **Participation in sport**

OGU recognises that excluding people from participating in sporting events and activities because of their gender identity may have significant implications for their health, wellbeing and involvement in community life. OGU is committed to supporting participation in our sport on the basis of the gender with which a person identifies.

If issues of performance advantage arise, OGU will consider whether the established discrimination exceptions for participation in sport are relevant in the circumstances. OGU is aware that the International Olympic Committee (IOC) has established criteria for selection and participation in the Olympic Games. Where a transgender person intends competing at an elite level, OGU will encourage them to obtain advice about the IOC's criteria which may differ from the position taken by OGU.

Drug testing procedures and prohibitions also apply to people who identify as transgender. A person receiving treatment involving a prohibited substance or method, as described on the World Anti-Doping Agency's Prohibited List, should apply for a standard Therapeutic Use Exemption.

8.9 Responsible Service and Consumption of Alcohol

OGU is committed to conducting sporting and social events in a manner that promotes the responsible service and consumption of alcohol and in accordance with the relevant legislation in the country in which the event is taking place. OGU also recommend that Federation Members and affiliated parties follow strict guidelines regarding the service and consumption of alcohol.

In general, the OGU policy is that:

- (a) alcohol-free social events be provided for children and families;
- (b) at events OGU holds or endorses where alcohol is served, food and low-alcohol and non-alcoholic drinks be available;
- (c) a senior OGU official is present at events OGU holds or endorses where alcohol is served to ensure appropriate practices in respect of the consumption of alcohol are followed; and
- (d) safe transport options be promoted as part of any event OGU holds or endorses where alcohol is served.

8.10 Smoke-Free Environment

OGU is committed to ensuring that all sporting and social events that it holds or endorses are in accordance with the relevant legislation in the country in which the event is taking place and provide a safe and healthy environment.

The following policies should be applied to OGU run or endorsed sporting and social events:

- (a) Events shall be smoke free. Smoking may be permitted at designated outdoor smoking areas, in accordance with the relevant legislation in the country in which the event is taking place;
- (b) Coaches, officials, trainers, contractors, volunteers and athletes will refrain from smoking and remain smoke free while wearing official OGU uniform.

8.11 Illegal and Performance Enhancing Drugs

Unfortunately, illegal drugs are used by many people in the community, including young adults, so it is likely that some participants in gymnastics will have access to them. Currently there are two distinct but related illegal drug issues confronting sporting clubs:

- (a) performance enhancing drugs; and
- (b) illegal drugs used for social purposes.

These two categories are not mutually exclusive. Some illegal drugs used for social purposes (such as amphetamines, e.g. speed) may be used to enhance sporting performance.

- (a) All requirements of the World Anti-Doping Agency (WADA) must be adhered to by all Members;
- (b) The possession, use, distribution or selling of illegal drugs for any purposes at any function or activity organised by OGU is wholly prohibited.
- (c) In the case of an incident involving an illegal drug, the initial actions and responses of OGU will focus on the safety and welfare of those directly and indirectly involved. All responses and actions will reflect the sport's duty of care to participants.
- (d) OGU will investigate all apparent or alleged breaches of this policy consistent with the principles of natural justice (where appropriate) and determine a course of action after all relevant facts and circumstances are known.
- (e) OGU may refer a person who is involved in illegal drug use to a medical or health service for assistance or, wherever necessary, to the relevant authorities such as police.
- (f) If it is suspected or known that a person is involved in supplying illegal drugs, the relevant authorities will be notified immediately.

8.12 Social Networking Websites

OGU acknowledges the enormous value of social networking to promote sport and celebrate the achievements and successes of the people involved.

Social networking refers to any interactive website or technology that enables people to communicate and/or share content via the internet. This includes but is not limited to social networking websites such as Facebook, Instagram, Snapchat and Twitter.

OGU expects all people bound by this policy to conduct themselves appropriately when using social networking sites to share information related to our sport.

In particular, social media activity including, but not limited to, postings, blogs, status updates, and tweets:

- (a) must not contain material which is, or has the potential to be, offensive, aggressive, defamatory, threatening, discriminatory, obscene, profane, harassing, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist or otherwise inappropriate;
- (b) must not contain material which is inaccurate, misleading or fraudulent;
- (c) must not contain material which is in breach of laws, court orders, undertakings or contracts;
- (d) should respect and maintain the privacy of others; and
- (e) should promote the sport in a positive way.

OGU has developed a [Website and Social Media Policy](#) that provides comprehensive guidelines for the appropriate use of social networking sites.

8.13 Recruitment and Screening

OGU will ensure that the organisation takes all reasonable steps to ensure it engages the most suitable and appropriate people, especially for those who work with children. This may be achieved using a range of screening measures. Such measures will aim to minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children. See Clause 8 of the OGU Child Safe Policy for detailed information regarding OGU's recruitment and reference checking policy.

OGU actively encourages applications from indigenous people, people from culturally and/or linguistically diverse backgrounds and people with a disability.

9. WHAT IS A BREACH OF THIS POLICY?

It is a breach of this policy for any person or organisation to which this policy applies, to do anything contrary to this policy, including but not limited to:

- (a) breaching the Codes of Conduct (Roles and Responsibilities) that can be found in Appendix 1 of this policy;
- (b) bringing the sport and/or OGU into disrepute, or acting in a manner likely to bring the sport and/or OGU into disrepute;
- (c) failing to follow OGU policies (including this policy) and procedures for the protection, safety and welfare of children (including the Child Safe Policy);
- (d) discriminating against, harassing or bullying (including cyber bullying) any person;
- (e) victimising another person for making a complaint;
- (f) engaging in a sexually inappropriate relationship with a person that they supervise, or have influence, authority or power over;
- (g) verbally or physically assaulting another person, intimidating another person or creating a hostile environment within the sport;
- (h) disclosing to any unauthorised person or organisation any OGU information that is of a private, confidential or privileged nature;
- (i) making a complaint they know to be untrue, vexatious, malicious or improper;
- (j) failing to comply with a penalty imposed after a finding that the individual or organisation has breached this policy;
- (k) failing to comply with a direction given to the individual or organisation during the investigation and/or discipline process; or
- (l) providing false or misleading information in an OGU Declaration, or in completing any other OGU document.

10. GRIEVANCES

If any person believes that they are being, or have been bullied, harassed or discriminated against by another person or organisation bound by this policy, they are encouraged to seek information and support from an OGU PPIO or Official (email oceaniagymnastics@gmail.com for OGU PPIO contact details). They may lodge a Notification of Grievance following the OGU Grievance Procedure as outlined in the OGU Discipline, Grievance and Appeals policy.

10.1 Child Abuse and Allegations of Misconduct with a Child

OGU has zero tolerance of child abuse, and OGU will treat all allegations of child abuse and/or misconduct with children seriously, consistently and with a high degree of sensitivity. The OGU Child Safe Policy must be referred to for detailed guidelines on handling these allegations.

10.2 Handling Grievances

OGU aims to provide a simple, fair and transparent procedure to make and handle grievances based on the principles of procedural fairness (natural justice). Any person (a complainant) may report a grievance about a person/s or organisation bound by this policy (respondent). All grievances will be dealt with promptly, seriously, sensitively and confidentially.

OGU has developed a Discipline, Grievance and Appeals Policy that comprehensively addresses the conduct and process of all Discipline, Grievance & Appeals matters and issues within the jurisdiction of the OGU, including the procedure for Notification of a Grievance.



OCEANIA GYMNASTICS UNION CODES OF CONDUCT

Oceania Gymnastics Union (OGU) is the governing body for Gymnastics in the Oceania region. OGU is recognised by the International Gymnastics Federation (FIG) as the Continental Union in Oceania for the administration, promotion and development of gymnastics with member nations in the Oceania region. These codes, aligning with those of the FIG apply to all member federations and their participants in the sport of gymnastics.

National Federations may also have their own rules of ethical conduct and they are responsible to create a positive environment for the practice of safe gymnastics. These codes do not replace the National Federations' own Codes of Conduct and Ethical Rules but are designed to reinforce them. The conduct and behaviour of all participants in national and international gymnastics activity must be consistent with the rules as provided by the International Olympic Committee (IOC), the FIG, and the National Federation.

In developing these codes, OGU is guided by the following two key principles from the FIG Code of Ethics:

1. Respect and Human Dignity

- a) The respect of human rights and dignity is a fundamental requirement during all activities of the sport of gymnastics on a national and international level.
- b) Discrimination of any kind shall not be permitted, including race, colour, gender, sexual orientation, language, religion, political or other opinion, national or social origin, property, birth, disability, physical attributes and athletic ability or other status.
- c) All doping at any level is absolutely prohibited. All points contained in the Anti-Doping Code of the FIG and the IOC, as well as those of the Olympic Movement Code on the Prevention of the Manipulation of Competitions are to be scrupulously observed.
- d) All forms of non-accidental violence which include sexual harassment, sexual abuse, physical abuse, psychological abuse and neglect will not be tolerated and will be disclosed.

2. Integrity

- a) OGU members or their representatives are not permitted, directly or indirectly, to demand, accept or propose any kind of remuneration, commission, advantages, any obscure/unofficial favours, while involved in the organisation and conduct of official events or activities of the OGU.
- b) Only symbolic gifts (of little value), may be offered to or accepted by OGU representatives (officials and judges) as gestures of appreciation or friendship. Any gift in direct or indirect relation with or during competition is strictly forbidden.
- c) The hospitality offered to OGU members or their representatives may not exceed the normal standard of a host country.
- d) During the conduct of their activities, OGU members are expected to display correct conduct and deportment, to strictly follow the OGU Code of Conduct and to declare any conflict of interest between the organisation of which he/she is a member and all other organisations with which the OGU has relationships. Any close family relative to a competitive gymnast may not judge that gymnast or his/her unit (pair, group, etc.) at any OGU event.
- e) The OGU representatives are to handle their responsibilities with diligence and care. They shall abstain from any false declarations and shall behave in a dignified and respectful manner. They demonstrate fairness in all sport activities and decisions which might affect the reputation of the OGU.
- f) Members of the OGU authorities may not be linked to enterprises or persons whose activities are incompatible with the principles or the rules of the OGU and its codes.
- g) The OGU members, officials, judges and participants of OGU events are not permitted to demonstrate undue pressure or influence the vote or the direction of decisions made in the OGU, and especially must avoid any cooperation sought by influencing the work and evaluation of the judges.



Guided by these principals, OGU seeks to provide a safe, fair and inclusive environment for everyone involved in our organisation and in our sport. To achieve this, OGU expects certain standards of behaviour by participants, coaches, judges, administrators, volunteers parents/guardians (of child participants) and spectators. To detail these expectations, a series of Codes of Conduct have been developed:

- (a) Child Safe
- (b) Participants
- (c) Coaches
- (d) Judges
- (e) General - Administrators, Volunteers, Parents/Guardians and Spectators
- (f) Directors

(a) The Child Safe Code of Conduct

Acceptable Behaviours

Oceania Gymnastics Union personnel shall:

- Treat children with respect regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status;
- Not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
- Not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services or acts;
- Wherever possible, ensure that another adult is present when working in the proximity of children;
- Not invite unaccompanied children into their home, unless they are at immediate risk of injury or in physical danger;
- Not sleep close to unsupervised children unless absolutely necessary, in which case they must obtain their supervisor's permission, and ensure that another adult is present if possible;
- Use any computers, mobile phones, video cameras, cameras or social media appropriately;
- Not use physical punishment on children;
- Not hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury;
- Comply with all relevant local legislation, including labour laws in relation to child labour;
- In DFAT funded programs, comply with Australian laws, including labour laws in relation to child labour;
- Immediately report concerns or allegations of child exploitation and abuse and policy non-compliance in accordance with appropriate procedures;
- Immediately disclose all charges, convictions and other outcomes of an offence, which occurred before or occur during their association with Oceania Gymnastics Union that relate to child exploitation and abuse;
- Conduct themselves in a manner appropriate with their position representing OGU in all their dealings with children;
- Immediately raise concerns regarding a child's safety or wellbeing in accordance with OGU's Reporting Procedures and observe procedural fairness when engaged in decision-making;
- Be visible when working with children and, wherever possible, ensure that another adult is present when working in the proximity of children;
- Listen to children and allow them to be engaged in decisions that may affect them;
- Follow organisational policy and guidelines regarding the safety of children.



Unacceptable Behaviours

Oceania Gymnastics Union personnel shall not:

- Use language or demonstrate behaviour towards children that is inappropriate, harassing, abusive, demeaning, sexually provocative, or culturally insensitive;
- Engage children in any form of activity that is demeaning, offensive, sexually provocative, abusive or culturally inappropriate or insensitive;
- Engage children in any form of sexual activity or acts, including paying for sexual services or acts;
- Invite unaccompanied children into their home, unless they are at immediate risk of injury or in physical danger;
- Access child pornography/exploitation material through any medium; and never to exploit or harass children;
- Sleep close to unsupervised children unless absolutely necessary, in which case they must obtain their supervisor's permission, and ensure that another adult is present if possible;
- Hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury;
- Exclude or favour a particular child;
- Touch a child in an inappropriate or culturally insensitive manner. Personnel in direct medical care positions are to follow Australian and/or overseas industry best practice guidelines.

(b) Participants' Code of Conduct

In addition to abiding by the OGU Child Safe Code of Conduct, the following behaviour is expected of Participants:

- Do not initiate or tolerate acts of aggression;
- Respect the talent, potential and development of fellow Participants;
- Care for and respect equipment provided as part of programs/activities;
- Be frank and honest with one's coach concerning illness and injury and one's ability to train fully within the program requirements;
- Conduct oneself in a professional manner relating to language, temper and punctuality;
- Maintain high personal behaviour standards at all times;
- Abide by the rules and respect the decisions of the official, making all appeals through the formal process and respecting the final decision;
- Be honest in attitude and preparation to training;
- Work equally hard for individual and team outcomes; and
- Cooperate with coaches and staff in the development of programs to adequately prepare for competition.



(c) Coaches' Code of Conduct

In addition to abiding by the OGU Child Safe Code of Conduct, the following behaviour is expected of Coaches:

Safety and Health of Participants

- Place the safety and welfare of the participants first; making decisions based on the best interests of their sporting, educational and vocational careers.
- Provide quality supervision and instruction for all participants.
- Be aware of and support injury management best practice and return to training / competition guidelines.

Coaching Excellence

- Help each participant (gymnast, judge, coach etc.) to reach their potential. Respect the talent, developmental stage and goals of each and encourage them with positive and constructive feedback.
- Encourage and support opportunities for people to learn appropriate behaviours and skills.
- Provide positive reinforcement and constructive comments rather than use of negative feedback.
- Treat each participant as an individual.
- Obtain appropriate qualifications and keep up-to-date with the latest coaching practices and the principles of growth and development of participants. Coach within the limits of one's competence as a coach.
- Ensure that rules, equipment, length of training schedules are modified to suit the age, ability and maturity level of participants.

Honour the Sport

- Show respect and courtesy to all involved with the sport.
- Promote fair play over winning at any cost.
- Respect the decisions of judges, coaches and administrators.
- Abide by the regulations of the relevant national and international sporting and government bodies. Use the established procedures for challenging a competitive result, contesting a team selection decision, making a complaint or attempting to change a policy.
- Display responsible behaviour in relation to alcohol and other drugs.

Integrity

- Act with integrity and objectivity, and accept responsibility for one's decisions and actions.
- Ensure one's decisions and actions contribute to a harassment-free environment.
- Ensure that any physical contact with another person is appropriate to the situation and necessary for the person's skill development.
- Be honest and do not allow one's qualifications or coaching experience to be misrepresented.
- Never advocate or condone the use of illicit drugs or other banned performance enhancing substances or methods.
- Never participate in or advocate practices that involve match fixing.

Respect

- Respect the rights and worth of every person, regardless of their age, race, gender, ability, cultural background, sexuality or religion.
- Do not tolerate abusive, bullying or threatening behaviour.



(d) Judges' Code of Conduct

In addition to the abiding by the OGU Child Safe Code of Conduct, in order to present a professional image and to judge objectively and accurately, all judges should:

- Understand and abide by the FIG Judge's Oath;
- Be fully conversant with the FIG Code of Points and/or any other published rules and regulations pertaining to the standard of gymnastics being judged;
- Actively maintain technical knowledge through ongoing review of the Code of Points, technical publications, videos and gymnastics participation;
- Be punctual for all official events;
- Dress in a tidy fashion befitting the status and image of a judge;
- Attend all pre-competition judge's meetings;
- Be prepared for the competition by having all personal judging equipment and accessories readily available and by being conversant with the apparatus and exercises;
- Be co-operative with competition organisers, floor managers, announcers and head judges;
- Be quick and accurate in determining scores;
- Be co-operative in judges' conferences and assist the head judge to arrive at the final score;
- Be prepared to justify scores in a judges' conference; and
- Be consistent, objective and courteous at all times;
- Be prepared to counsel athletes and coaches regarding the athlete's performance after competitions.

(e) General Code of Conduct - Administrators, Volunteers, Parents/Guardians and Spectators

In addition to abiding by the OGU Child Safe Code of Conduct, the following behaviour is expected of Administrators, Volunteers, Parents/Guardians and Spectators:

- Adopt a collaborative and consultative approach to planning, leadership, management, administration and decision-making;
- Create accessible pathways for people to participate in sport, not just as an athlete but as a coach, judge, administrator or any other role;
- Ensure an environment that provides quality supervision and instruction for child participants;
- Remember that people participate for their own enjoyment and benefit. Do not overemphasise Awards; focus on the participants' efforts, performance and fair play rather than winning or losing;
- Never ridicule or yell at participants for making a mistake or not winning a competition; show appreciation for good performance by all participants (including opposing participants);
- Show appreciation and respect for volunteers, coaches, judges and administrators;
- Respect officials' decisions and teach Children to do likewise;
- Allow others the respect they deserve in their viewing of the class or event.
- Review the relevant photographic policy for the event, before taking photos or videos of participants;
- Support implementation of policies and procedures of OGU, Federation Members and clubs; and
- Make it clear that behaviour that contravenes this Code of Conduct, including Abuse, bullying or Harassment is unacceptable.



(f) Directors' Code of Conduct and Declaration of Interest Statement

In addition to the abiding by the OGU Child Safe Code of Conduct, Directors and the Secretary General of the Oceania Gymnastics Union (OGU) will:

General Conduct

1. At all times conduct themselves with the courtesy and respect of others.

Directors' and the Secretary General's duties

2. Discharge their fiduciary duties in the best interests of the sport and the members of OGU as a whole.
3. Acknowledge that they represent only the Board of OGU and do not and cannot represent other individual constituents including any with which they have previously been involved and/or associated.
4. Conduct themselves independently and free from undue influence at all times.
5. Act in good faith at all times.
6. Exercise due care and diligence in all matters.
7. Meet OGU's statutory obligations.

Conflicts

8. Avoid any conflict of interest which may arise when:
 - a) A board director, the Secretary General or his/her immediate family or business stand to gain financially from any business dealings, programs or services provided to OGU.
 - b) A board director or the Secretary General offers a professional service to OGU.
 - c) A board director or the Secretary General stands to gain professionally or personally from any knowledge derived from his or board position if that knowledge is used for personal or professional advantage.
 - d) A board director or the Secretary General holds a position in another gymnastics organisation which may be in conflict with or competition to the OGU.
9. Directors and the Secretary General will disclose upon election and annually thereafter during their term of appointment all interests in the OGU Register of Interests.
10. It shall be incumbent on and a duty of each director and the Secretary General to disclose any conflict or potential conflict as they arise.
11. A director or the Secretary General shall, during the course of a board meeting or any other meeting involving OGU interests, seek the consent of the meeting to address the meeting subject to the disclosure and that request will be considered by the Board which may or may not allow the director/Secretary General to speak and may or may not require the director/Secretary General to absent him or herself from the meeting room.

Further obligations

12. A Director or the Secretary General shall not act independently of OGU without the consent of the Board.
13. A Director or the Secretary General shall participate fully and constructively in the deliberations and decisions of the Board and communicate openly to achieve OGU's goals.



OGU PEOPLE PROTECTION INFORMATION OFFICER (PPIO)

Position Description

The PPIO is responsible for providing information about a person's rights, responsibilities and options to an individual making a notification of grievance to OGU or raising a concern, as well as providing support during the process.

They are NOT a person who investigates matters, or advocates for the complainant.

The PPIO:

1. Is trained to be the first point of contact for any person considering making a notification of grievance to OGU
2. Provides confidential, impartial and timely information and support

They act as a sounding board and provide information about the grievance resolution options available to address the persons' concerns.

The PPIO is not an advocate but they may elect to accompany complainants, if requested, to talk with someone else.

Given the diverse nature, structure, needs and location of OGU Member Federations, the PPIO will use electronic means of communication and be required to apply flexibility to accommodate several different time zones.

The PPIO reports to the OGU Secretary General.

Duties

- (a) Listen to grievances and concerns
- (b) Provide support
- (c) Provide information and options to a complainant
- (d) Keep up to date with information on harassment, discrimination and other forms of inappropriate behaviour and related policies and regulations in OGU member federations
- (e) Understand and follow OGU policies and procedures
- (f) Be accessible and approachable
- (g) Maintain confidentiality

Desired Criteria

Skills

- (a) Ability to deal effectively with people faced with difficult or sensitive issues
- (b) Good communication skills
- (c) Ability to provide confidential information about a range of sensitive issues

Knowledge

- (d) Understanding of OGU's People Protection, Child Safe, Grievance, Discipline and Appeals policies and procedures
- (e) Certification in relevant Member/People Protection and Child Safe training
- (f) Awareness of conflict resolution options
- (g) Awareness of the procedures for each conflict resolution option

Attitudes

- (h) Commitment to the principles of harassment-free sport
- (i) A demonstrated commitment to OGU's values
- (j) A strong sense of their own personal integrity
- (k) Ability to treat individuals and their circumstances with respect, sensitivity and impartiality