

GENERAL CODE OF CONDUCT AND ETHICS POLICY

Definitions

1. The following terms have these meanings in this Policy:
 - a. “Individuals” - All categories of membership defined in the JBSF Bylaws, as well as all individuals engaged in activities with JBSF, including but not limited to, athletes, coaches, race-officials, volunteers, directors, co-members, officers, managers and administrators.
 - b. “JBSF” – Jamaica Bobsleigh and Skeleton Federation.

Purpose

2. The purpose of this Code of Conduct and Ethics is to ensure a safe and positive environment within JBSF programs, activities and events, by making all Individuals aware that there is an expectation of appropriate behavior, consistent with the values of JBSF, at all times.
3. JBSF is committed to providing an environment in which all individuals are treated with respect. Further, JBSF supports equal opportunity and prohibits discriminatory practices. Individuals associated with JBSF are expected to conduct themselves at all times in a manner consistent with the values of JBSF that include fairness, integrity, open communication and mutual respect.
4. Conduct that violates this Code of Conduct and Ethics may be subject to sanction pursuant to JBSF’s policies and procedures.

Application of this Policy

5. This policy applies to Individuals relating to conduct that that may arise during the course of JBSF’s business, activities and events, including but not limited to, office environment, competitions, practices, training camps, travel, and any meetings.
6. This policy applies to conduct that may occur outside of JBSF’s business and events when such conduct adversely affects relationships within JBSF’s work and sport environment and is detrimental to the image and reputation of JBSF.

7. This code of conduct applies to all activities undertaken by JBSF at the national level, and in those cases where JBSF exercises authority over or sponsors activities below the national level.

Responsibilities

8. All Individuals have a responsibility to:
- a. Maintain and enhance the dignity and self-esteem of JBSF Members and other Individuals by:
 - i. demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, color, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability or economic status;
 - ii. focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees and members; iii. consistently demonstrating the spirit of sportsmanship, sports leadership and ethical conduct; iv. acting, when appropriate, to prevent or correct practices that are unjustly discriminatory; v. consistently treating individuals fairly and reasonably; and vi. ensuring that the rules of Bobsleigh and skeleton and the spirit of such rules, are adhered to.
 - b. Refrain from any behavior that constitutes harassment or assault, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading or malicious. Types of behavior that constitute harassment include, but are not limited to:
 - i. written or verbal abuse, threats or outbursts;
 - ii. the display of visual material which is offensive or which one ought to know is offensive;
 - iii. unwelcome remarks, jokes, comments, innuendos or taunts;
 - iv. leering or other suggestive or obscene gestures;
 - v. condescending or patronizing behavior which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
 - vi. practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;
 - vii. any form of hazing;
 - viii. physical or sexual assault;
 - ix. intimidation or bullying;
 - x. behaviors such as those described above that are not directed towards individuals or groups but have the same effect of creating a negative or hostile environment;

- xi. retaliation or threats of retaliation against an individual who reports harassment.
- c. Refrain from any behavior that constitutes sexual harassment or assault, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favors, or conduct of a sexual nature. Types of behavior that constitute sexual harassment include, but are not limited to:
 - i. sexist jokes;
 - ii. display of sexually offensive material;
 - iii. sexually degrading words used to describe a person;
 - iv. inquiries or comments about a person's sex life;
 - v. unwelcome sexual flirtations, advances or propositions;
 - vi. unwelcome sexual flirtations, advances, requests or invitations;
 - vii. persistent unwanted contact; and
 - viii. any behavior that may constitute sexual assault.
- d. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
- e. In the case of adults, avoid consuming alcohol in situations where minors are present, and take reasonable steps to manage the responsible consumption of alcoholic beverages in adult-oriented social situations associated with JBSF events.
- f. Respect the property of others and not willfully cause damage.
- g. Abstain from the use of non-approved drugs and performance-enhancing substances.
- h. Comply at all times with the Bylaws, policies, rules and regulations of JBSF, as adopted and amended from time to time.
- i. Adhere to all Jamaican or host country laws.

Coaches

- 9. In addition to paragraph 7 above and the JBSF Coaches Code of Conduct, Coaches have additional responsibilities. The athlete-coach relationship is a privileged one and plays a critical role in the personal as well as athletic development of their athletes. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches will at all times:
 - a. Ensure a safe environment by selecting activities and establishing controls that are suitable

for the age, experience, ability and fitness level of athletes, including educating athletes as to their responsibilities in contributing to a safe environment.

- b. Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes.
- c. Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment and management of athletes' medical and psychological situation.
- d. Under no circumstances provide, promote or condone the use of non- approved drugs or performance-enhancing substances.
- e. Accept and promote athletes' personal goals and refer athletes to other coaches and sports specialists as appropriate and as opportunities arise.
- f. At no time engage in an intimate or sexual relationship with an athlete of under the age of 18 years and at no time engage in an intimate or sexual relation with an athlete over the age of 18 if the coach is in a position of power, trust or authority over the athlete.
- g. Where an athlete has qualified for a training camp, development team, national team, etc., the Coach will support the program, applicable coaching staff and JBSF.
- h. Refrain from intervening inappropriately in personal affairs that are outside the generally accepted jurisdiction of a coach.
- i. Act in the best interest of the athlete's development as a whole person.

Athletes

10. In addition to paragraph 7 above and the contents of the JBSF Athletes Code of Conduct, Athletes will have additional responsibilities to:

- a. Report any medical problems in a timely fashion, where such problems may limit the athlete's ability to travel, train or compete.
- b. Participate and appear on time in all competitions, practices, training sessions, events, activities or projects.
- c. Properly represent themselves and not attempt to enter a competition for which they are not eligible, by reason of age, classification or other reasons.
- d. Adhere to JBSF's rules and requirements regarding clothing and equipment. e) Abide by curfew regulations as defined by the coach responsible for the athlete.

Officials/Volunteers/Board Members

11. In addition to paragraph 7 above and the JBSF Code of Conduct for Volunteers and JBSF Code of Conduct for Board Members, Board Members, Officials and Volunteers will have additional responsibilities to:
- a. Be fair and objective
 - b. Encourage playing by the rules and to resolve conflicts without resorting to hostility or violence.
 - c. Avoid situations in which a conflict of interest may arise.
 - d. Make independent judgments.