



CODE OF CONDUCT

As a PNA Employee/Executive Committee Member/Volunteer, you have a responsibility under the Code of Conduct to:

1. Behave professionally, honestly and with integrity, and in a way that upholds the good reputation of PNA at all times.
2. Treat everyone with respect, courtesy and without harassment.
3. Act with care and diligence and perform work duties in a manner that is conducive to the health and safety of both yourself and others.
4. Not engage in physical contact with athletes except where absolutely necessary for the development of an athlete's or child's skill or athletic ability.
5. Take all reasonable steps to eliminate any forms of physical, verbal and emotional abuse of others, in particular athletes and children.
6. Be accountable for your own behaviour and actions when dealing with members of the public, athletes, stakeholders and other Employees/Executive Members/Volunteers of PNA.
7. Not give or disclose, directly or indirectly, any information about PNA's business, unless required during the course of your duty or unless you have been expressly authorised to do so.
8. Not provide false or misleading information to others in the course of your duties at PNA.
9. Not make improper use of inside information, your status, power or authority.
10. Ensure information and documentation that you are provided with, work with or generate in the course of your duties, is confidential and at all times remain the property of PNA.
11. Disclose and take appropriate steps to avoid any conflict of interest (real or apparent) with your employment or engagement by PNA.
12. Use PNA resources and facilities in a correct and responsible manner.
13. Ensure you do not display or transmit, or cause to be displayed or transmitted, offensive and/or inappropriate material or messages in the workplace. This relates to any environment linked to the business and operations of PNA, and includes the internet, our website, social media, emails, internal bulletin boards, personal workstations or office areas.
14. Adhere to all applicable PNA decisions, policies and procedures.
15. Comply with any lawful and reasonable directions given to you by anyone at PNA who has authority to give the direction.

Name: _____

Signed: _____

Date: _____