



Schweizer Tanzsport Verband (STSV)
Fédération Suisse de Danse Sportive (FSDS)
Federazione Svizzera di Danza Sportiva (FSDS)
Swiss Dancesport Association (SDA)
Member International Dance Sport Federation (IDSF) / Swiss DanceSport Federation (SDSF)

Code of Conduct

Swiss Dancesport Association (SDA)

("Code of Conduct")

Dated January 1st, 2018 ¹

¹ Approved by the Executive Board on December 20th 2017 and put into effect on January 1st, 2018



Preamble

As the national association for Dancesport, it is our responsibility to shape and further develop organized sport in Switzerland. This is a privilege which imposes clear and high standards on the work we do. Accordingly, our concern is to create transparency in all our business activities and to take precautions so that we can act decisively in dealing with challenges such as abuse or fraud. In many cases, corrupt acts are not deliberately committed, instead people tend to slide into them «just like that». It is important to have an instrument at hand that aids the recognition of questionable situations and has suggestions at the ready on how to deal with such situations.

Our Code of Conduct is based on the Olympic values of «Excellence – Friendship – Respect» as well as the ethics charter in sport, and contains the principles for our actions that we expect from all our staff and committee members, and that apply to Swiss Dancesport Association (SDA) as a whole. It contains practical tips and is designed as a hands-on aid in daily working life to support us in creating transparency and avoiding misuse and corruption.

The Code of Conduct is our collective commitment toward healthy, respectful, fair and successful sport.

January 1st, 2018

Herbert Waller
President

To facilitate legibility, we have used only the masculine form.
The feminine form is always also intended.

In case of differences, the German version shall prevail.



This Code of Conduct applies to

- Members of Executive Board and committees of the Swiss Dancesport Association (SDA)
- Members of the boards and committees of members of Swiss Dancesport Association (SDA)
- Employees of Swiss Dancesport Association (SDA) and its members
- Officials (e.g. Organisers of competitions, Chairpersons, Adjudicators)

The Code of Conduct applies to activities and functions exercised on behalf of Swiss Dancesport Association (SDA).

The Code of Conduct expressly covers Swiss Dancesport Association (SDA)'s business relationships, but does not apply to professional relationships of honorary committee members, provided that relationships do not affect Swiss Dancesport Association (SDA)'s interests and do not affect the exercising of the mandate for Swiss Olympic in any way.

As a part of the introduction to their roles, employees and members of a Swiss Dancesport Association (SDA) committee will be familiarized with the Code of Conduct. By signing the Code of Conduct, they confirm that they acknowledge and follow the Code of Conduct.

Tips for dealing with the Code of Conduct

The following basic rules help us to correctly apply the Code of Conduct:

1. We do not do anything that in our view is illegal, immoral or insincere, or gives us this impression.

The following questions may be of help to us:

- Am I acting fairly and honestly?
- Is my intended action in line with the current Swiss Dancesport Association (SDA) laws and rules?
- Is my counterpart acting in line with our code of behaviour?

2. We ask ourselves whether the action serves a legitimate purpose of Swiss Dancesport Association (SDA), and would stand up to public scrutiny.

The following questions may be of help to us:

- Would my line manager /chairperson agree if he were to hear of it?
- Would I act in the same way if a fellow colleague or my line manager were to witness it?
- Would I agree to reports on my action being published in a newspaper?

3. We do not hesitate to ask for advice if we are unsure of what the appropriate decision is. We can turn to our line manager /chairperson at any time.



Codex 1 - Fundamentals and guidelines for our actions

Principles:

- We adhere to the general legal principles of Swiss law and the rules of Swiss Dancesport Association (SDA).
- We follow the principles of the ethics charter in sport and carry the Olympic values into society.
- We act professionally, honestly, openly and with integrity. In doing so, we are aware of the particular role model effect we have as sports ambassadors.
- We support and promote sustainable sport development by taking a balanced account of social, ecological and economic interests.



Codex 2 – Our dealings with employees and fellow human beings

Principles:

- We have a companionable, respectful and friendly manner.
- We do not tolerate any form of physical, psychological or verbal violence, discrimination, abuse or sexual assault.
- We accept decisions and support them in solidarity, even if they disagree with our personal opinion.
- We give each other honest feedback regularly.
- We avoid all acts and statements to third parties that put other employees or officials in a bad light or damage their reputation (bullying, defamation).



Codex 3 – Communication and Information

Principles:

- We are committed to a fair and transparent sport and communicate and inform openly about our plans and projects.
- We maintain open and honest internal and external communication.
- We always seek dialogue in case of in conflicts.
- We are committed to being present at meetings, information sessions or meetings to ensure a continuous flow of information. If we are absent, we ensure that we are represented competently.
- We pay attention to appropriate tone in conversations and e-mails and always remain objective.

Codex 4 – Invitations

Principles:

- We accept and issue invitations only when
 - they are connected with duties involved in representing Swiss Dancesport Association (SDA).
 - they do not exceed the customary and reasonable bounds.
 - no conflicts of interest arise from them.
- We openly disclose any invitations we receive in connection with our activity / function at Swiss Dancesport Association (SDA), and declare them to our line manager / chairperson.
- We will not be accompanied by family members or partners to official events and to invitations without the consent of the superior, provided that additional costs are incurred by the Swiss Dancesport Association (SDA).

Advices:

The following questions may be helpful in deciding what is considered to be customary and reasonable:

- What relationship does the invitation have to my activity at Swiss Dancesport Association (SDA)?
- What relationship does the person inviting me have to me and to Swiss Dancesport Association (SDA)?
- Is the invitation primarily due to my function at Swiss Dancesport Association (SDA)?
- Does the estimated value of the entire invitation seem appropriate to me?

Codex 5 – Gifts and payments

Principles:

- We accept and offer gifts only when
 - the rules of the local cultural situation so require,
 - they do not exceed the customary and minor value²,
 - they are not regularly rendered and
 - no conflicts of interest arise from them.
- We openly disclose gifts received from third parties in connection with our activity / function at Swiss Dancesport Association (SDA) and declare them to our line manager / chairperson.
- We do not accept or hand over any cash sums, regardless of amount or form.
- Honorary payments received from external parties for services in connection with our activity / function at Swiss Dancesport Association (SDA) are handed over to Swiss Dancesport Association (SDA).

Advices:

The line between a harmless gift and bribery is thin. The following characteristics may assist in differentiation:

- Gifts
 - are often presented as a gesture of politeness or friendship.
 - are normally presented directly.
 - are regarded as an unconditional donation and have no long-term influence on the recipient.
 - cash sums are by definition not gifts.
- Bribery
 - occurs as a rule in secret, as it is illegal and morally unacceptable.
 - often occurs indirectly via third parties.
 - exerts influence in an undue manner on the recipient and obliges him to alter his behaviour.

Bear in mind that gifts, including those of small value, present an undue advantage when regularly presented.

- Honorary payments
 - An appearance as a speaker is basically always linked to the person's position at Swiss Dancesport Association (SDA), even when the speaker has been personally contacted or invited. Exceptions must be granted by the management.
 - Speeches are regarded as working time. Speakers may claim for the working time and expenses involved.

² Gifts, whose value exceeds the customary and minor value and which can no longer be rejected, come into the possession of Swiss Dancesport Association (SDA) and ideally are passed on to a charitable organization. If possible, we inform the donor accordingly.

Codex 6 – Integrity

Principles:

- We do not exploit our position / function for any private purposes or personal advantage.
- We do not accept bribes and decline any undue benefits that are offered, promised or granted to us with the aim of a breach of duty or dishonourable conduct, for personal benefit or the benefit of third parties.
- We do not bribe, nor do we incite others to bribe, and do not grant any undue advantages to officials, companies, or other persons.
- We neither accept nor offer commission payments to facilitate business of any kind in connection with the exercising of our functions or our influence.
- We do not offer any bribes to officials, companies or other persons, and we do not accept any bribes.

Advices:

- **What does bribery mean?**
Bribery is understood as offering, promising or granting, as well as accepting, demanding or accepting a promise of undue advantages. Undue advantages are material or immaterial donations that are granted in order to influence a staff member's or functionary's decision-making. These may be in the form of money payments, gifts, excessive invitations or refunds. The matter is always a case of personal donation or advantage. Striving for and negotiating better business conditions for the employer does not fall under the category of bribery.
- **What does a bribe mean?**
A bribe is considered to be the payment of normally a small amount in order to accelerate the execution of a routine action that the person paying has an entitlement to.
- **What do granting and accepting advantages mean?**
Granting and accepting advantages means unauthorized advantages that are not connected to a specific event but are granted or accepted with a view toward future activities. The granting and accepting of advantages have no direct connection with services offered and returned. It is more a matter of so-called "sweetening" or "grooming".

Codex 7 – Conflicts of interest

Principles:

- We avoid conflicts of interest, and should they occur, we declare them openly and abstain from them.

Committee members bound by the principles of professional confidentiality may not accept any mandates that directly conflict with Swiss Dancesport Association (SDA)'s interests. Mandates deemed not to be in Swiss Dancesport Association (SDA)'s interests are those where an opposing party is being legally represented or advised, or the representative's action is directed against Swiss Dancesport Association (SDA) or its employees.

- We do not participate in any decision that could place our personal or financial interests in conflict with those of Swiss Dancesport Association (SDA).
- We disclose vested interests, stakes, business relationships and secondary employment in line with Swiss Dancesport Association (SDA)'s regulatory provisions.
- We exclude supervisory functions and decisions that serve our own interests.

Advices:

Conflicts of interest occur when employees or members have personal or private interests that impinge upon honourable, independent and target-oriented fulfilment of their duties.

Types and examples of conflicts of interest:

- **Personal conflicts of interest**
Personal or private interests cover any advantage for oneself, one's family, relatives, friends or acquaintances.
- **Financial conflicts of interest**
These typically occur as a result of business activities with friends or relatives, thus from all types of transactions in which employees or their family members pursue a personal financial interest.
- **Abuse of a position in a company and of company property and money**
Conflicts arise in this area when employees or their family members receive inadmissible personal advantages on account of their position in a company.



Codex 8 – Sports betting

Principles:

- We do not take part, in Switzerland or abroad, either directly or indirectly, in betting or games of chance deemed illegal under Swiss law, which are connected to sporting events.

Advices:

All commercial betting not offered by the Loterie Romande or Swisslos is deemed illegal in Switzerland. This also applies to betting via the internet.

Swiss sport is financed to a large degree by contributions from Loterie Romande and Swisslos. Internet betting offered by foreign providers (e.g. bwin) is illegal under Swiss law. The companies involved do not provide any contributions toward charitable causes, in particular the development of sport.

Codex 9 – Dealings with partners ³

Principles:

- We take the Code of Conduct as the basis for cooperation and business relations with both legal entities and natural persons and partners. We guarantee this basic position by inserting the following integrity clause in contractual agreements:

«The contractual partner undertakes, within the framework of this contractual relationship (i.e. with regard to the services and benefits defined in this agreement), to respect the Swiss Dancesport Association (SDA) Code of Conduct and to take all necessary measures to avoid any conduct frowned upon by the Code. The Code of Conduct is deemed to form an integral part of the contract; negligent or willful breach thereof may lead to early termination of the contract on serious grounds.»

- We only work together with partners who are compatible with Swiss Dancesport Association (SDA)'s values and interests, and who confirm that, in their business activity with Swiss Dancesport Association and in the entire service provision process, they adhere to the corresponding applicable legal provisions.
- We always make remuneration payments directly to the beneficiary. We do not make any transfers to accounts or countries that are classified as sensitive by the financial institution making the transfer.
- We do not come to any arrangements with competitors regarding economically sensitive issues such as offers, prices, terms and conditions of business, sponsors, etc.

³ Members, Swiss Olympic partner schools, medical centers, customers, suppliers, sponsors, advisors, agents, representatives, media, etc.



Codex 10 – Awarding of contracts

Principles:

- We award contracts in accordance with the tendering processes laid out in the regulations, permitted financial amounts and subject to the corresponding compliance with the corresponding signature regulations and dual control principle.
- We ensure adherence to the principles of Swiss Dancesport Association (SDA) for sustainable procurement.
- We describe, with sufficient clarity and in sufficient detail, the standards required of the service to be procured.



Codex 11 – Origin and use of financial resources

Principles:

- We utilize financial means exclusively for the aims stipulated in the statutes.
- We effect transactions in accordance with the signature regulations laid out in the regulations and the corresponding dual control principle.
- We verify all transactions in accordance with correct, comprehensive and lawful bookkeeping.
- Accepting money of illegal origin or its concealment is prohibited.



Codex 12 - Financial contributions and sponsorship

Principles:

- We ensure that sponsorship payments and financial contributions for charitable purposes are not used as a pretext for corruption.
- We disclose all sponsorship payments and financial contributions for charitable purposes, as well as all political donations made.
- We may express our opinion on local and national political topics which affect our activities. We may give limited funds and resources to political action committees, parties or candidates if this is compatible with the statutes of Swiss Dancesport Association (SDA).
- Political donations require the approval of the Executive Board.



Codex 13 - Data protection

Principles:

- We do not use confidential information for personal advantage or for any other unauthorized purposes.
- Confidential information is not passed on to third parties, not even after termination of the employment or working relationship / period of office.
- We return all company documentation that contains confidential information to Swiss Dancesport Association (SDA) upon termination of the working relationship or period of office.
- We protect the personal rights and data of staff and committee members, as well as all personal data of other persons entrusted in us.

Reporting procedure

1. Reporting

If there is any suspicion that this Code of Conduct has been breached, the matter will be initially reported to the line manager or to the president of Swiss Dancesport Association (SDA), who ensure that all reports are treated confidentially.

A report may be offered in writing, verbally or in person. In all cases, the person is required to supply his or her identity.

2. Acceptance and Processing

The line manager or the president assesses the severity of the breach, reviews the facts and, together with non-binding recommendations for possible sanctions, forwards the case to the deciding body.

The line manager and the president grant anonymity to the reporting person, if desired.

3. Deciding body

The Executive Board of Swiss Dancesport Association (SDA) officiates as the decision-making body.

Should a case concern a member of the decision-making body itself, this person automatically withdraws from any further involvement in the proceedings.

Swiss Dancesport Association (SDA) protects all informers from any form of discrimination, provided that the informer believes in good faith that his or her suspicion is well founded.

Sanctions for breach of the Code of Conduct

Any breach of the Code of Conduct or other principles of Swiss Dancesport Association (SDA), as well as any deliberate false reporting of infringements will be sanctioned by Swiss Dancesport Association (SDA) in line with the current laws, in particular employment law.

Sanctioning ranges from disciplinary measures through to termination of contract. In addition, civil and /or criminal sanctions may follow.

The Executive Board decides at its own discretion.

Disciplinary measures

Disciplinary measures for employees of Swiss Dancesport Association (SDA) can be carried out in accordance with the applicable Labour Law.

Disciplinary measures for other persons subject to the Code of Conduct are:

- Verbal reprimand
- Written warning
- Removal from office
- Expulsion from the association
- Civil action
- Criminal charges

Right of appeal

Each decision is accompanied by the appropriate legal remedy for the persons concerned.