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**DRAGON RIDERS – CODE OF CONDUCT & ETHICS and POLICY OF HARASSMENT**

**All Dragon Riders (“DR”) members must observe the below Code of Conduct and Ethics and Policy of Harassment at all times. Any DB members found to have breached any of these guidelines will be subjected to disciplinary actions as decided by the DR Committee, which may include temporary suspension from any DR training sessions, competitions, social functions, or even termination of DR membership.**

**In addition, the members concerned will be held personally liable for such offence should the Singapore Dragon Boat Association (“SDBA”) or any authorities of the Republic of Singapore step in to investigate.**

**CODE OF CONDUCT & ETHICS**

**1) SCOPE**

1.1 This DR Code of Conduct and Ethics (“The Code”) shall comprise of the agreement and undertaking of each DR member with the DR Committee, and is in line with similar guidelines issued by the Singapore Dragon Boat Association (“SDBA”).

1.2 The Code described shall be binding for all individuals with current DR membership.

**2) ETHICS**

2.1 Uphold the good name of the Republic of Singapore, the dragonboat sport, DR and SDBA at all times.

2.2 Always perform to the highest possible standard in training and in competitions to the best of abilities.

2.3 Obtain and maintain the best possible mental and physical fitness and health at both individual and DR level.

2.4 Display exemplary behaviour at all times to the highest standards of honesty, respect, truth, fairness, ethical behaviour and sporting attitude, including to refrain from the use of foul language and racist remarks.

2.5 To respect the spirit of fair play and non-violence (both physical and verbal), and behave accordingly.

2.6 To respect others, own DR members and Committee Members or the rival Teams, and always playing within the right spirit, gamesmanship and way of thinking.

2.7 To exhibit good sportsmanship at all times and not argue with coaches, officials, supporters, spectators, referees, judges and competitors from other Teams.

2.8 Must not consume any drugs or medication without the prior consent of a medical doctor in any local or overseas competitions and to keep the DR informed, and to declare the drugs or medication consumed as Therapeutic Use Exemptions (TUE) as required under the Anti-Doping Act.

2.9 Shall dress appropriately at all times, refraining from wearing any attire that display objectionable slogans, inappropriate phrases, graphics or pictures that may offend, provoke response/outburst, incite reactions and/or insulting in nature, especially relating to racism and religious feelings.

2.10 Shall be punctual for all training sessions, competitions, appointments and social functions.

2.11 Shall observe all safety and security arrangements and instructions.

2.12 Shall be familiar with the training programme and objectives, competition regulations and rules of racing.

2.13 Shall refrain from smoking while in DR Team attire, at training and competition venues as well as at formal DR and/or SDBA functions.

**3) CONDUCT**

3.1 Shall not at any time engage in conduct which will bring or have the tendency to bring themselves, the dragonboat sport, DR, any other DR member, or other Teams, or SDBA into disrepute or censure, or which is or would have the tendency to be inconsistent with, contrary to or prejudicial to the best interests, image or values of DR and/or SDBA.

3.2 Shall not engage in any activities or conduct contrary to the laws of Singapore or in any place where training or a competition is being held.

3.3 Shall not at any time be convicted of, or charged with, any serious offence involving doping, violence, alcohol or drugs, any sex offence, any offence relating to any gambling activities on sport, or any offence which is punishable by law.

3.4 Must always consider and respect the interests of other DR members and must not comment or behave in a way which, in the DR Committee’s opinion, may be damaging, humiliating or defamatory to DR, any DR members, SDBA, or any other teams or competitors.

3.5 Shall not express in an improper manner towards any coaches, officials, supporters, spectators, referees, judges, competitors and SDBA regarding the decisions (including matters on competition crew selection) or regarding the results of any competition.

3.6 Shall refrain from instigating or becoming involved in any type of altercation with any other athletes, coaches, officials, supporters, spectators, referees, judges, competitors, SDBA or other person(s), and shall not engage in abusive, abrasive or disorderly conduct, or make any racist remarks.

3.7 Acknowledge and agree that the DR Committee shall be the contact on all matters concerning DR, arrangements for training and competitions, the management of DR and fellow DR members, provided that the DR Committee may in their discretion delegate the responsibility in whole or in part to Coach and/or specific DR members to act as the contact/spokespersons on matters relating to the events, prospects or performances of DR members or the team as a whole.

3.8 Shall comply with all directions of, and arrangements made by the DR Committee and any person appointed by the DR Committee.

3.9 Shall compete in all competitions including training sessions to the best of their abilities, except for when limited by medical conditions.

3.10 Shall not pursue other activities that are detrimental to DR’s general reputation, or capabilities in competitions.

3.11 Shall not destroy and/or misuse DR’s equipment, asset or accessory or keep any property not belonging to them, including the appropriation of items without consent from training or competition venue (or Games village, hotels or other places during overseas competitions).

3.12 Shall be responsible for their personal as well as DR’s hygiene and cleanliness.

3.13 Shall be responsible for his/her own personal belongings, equipment and accessory, be it for training and/or competition use, including team equipment, asset and accessory assigned to DR members.

**4) POLICY ON WHISTLE BLOWING**

4.1 May inform the DR Committee and/or specific DR Committee Member if in the understanding and discretion of any DR members that another DR members, DR Committee Members, and/or Coach has conducted themselves in contrary to the items described in The Code.

4.2 Can remain anonymous, i.e. his/her identity will not be announced/declared in any formal incident report documents, etc. if so chooses.

**5) APPEAL AGAINST DISCIPLINARY ACTIONS**

5.1 DR member who has been subjected to disciplinary actions by the DR Committee may appeal against the decision (“The Appeal”).

5.2 The DR member concerned shall be required to inform the DR Committee in writing that an Appeal has been lodged.

5.3 The Appeal will then be reviewed by two or more DR Committee Members, with inputs from Coach and/or other DR members, where appropriate.

5.4 The DR Committee shall provide an official response to The Appeal in writing within a 90-day period, and the response will be final with no scope for further appeal.

**POLICY ON HARASSMENT**

1. **SCOPE**

1.1 The Policy on Harassment (“The Policy”) shall comprise of the agreement and undertaking of each DR member with the DR Committee, and is in line with similar Policy issued by SDBA.

1.2 Refer to “Definitions” below for clarification on what constitute as the definitions.

**2) DECLARATION**

2.1 DR is committed to creating a healthy training, competition and social environment that enables all DR members, Committee Members and Coach to train or compete or socialise without fear of prejudice, gender bias and sexual harassment.

2.2 DR has zero tolerance for sexual harassment and believes that all DR members, Committee Members and Coach have the right to be treated with dignity.

2.3 Sexual harassment during training, competition and social functions organised and/or participated by DR is a grave offence and is strictly prohibited by DR and the laws of the Republic of Singapore.

2.4 This Policy has been formulated to create and maintain a safe training, competition and social environment where all DR members, Committee Members and Coach treat each other with courtesy, dignity and respect irrespective of their gender, race, caste, creed, religion, place of origin, sexual orientation, disability, economic status or position in the hierarchy.

2.5 All DR members, Committee Members and Coach are entitled to enjoy an environment free from any form of discrimination or conduct which can be considered harassing, coercive, or disruptive.

**3) OBJECTIVE**

3.1 To foster a respectful training, competition and social environment designated for DR’s functions or activities, through the prevention and prompt resolution of harassment, and make DR a satisfactory team for all DR members, Committee Members and Coach to have their genuine concerns being looked into by the DR Committee.

3.2 DR is committed towards giving all DR members, Committee Members and Coach a just and fair hearing on issues encountered by them during training, competition or social functions, with special attention to sexual harassment.

3.3 DR will take very serious disciplinary action against any victimization of any DR members, Committee Members or Coach, who is complaining or the alleged harasser that may result from a complaint.

**4) DEFINITIONS**

4.1 “Act” means POHA, the Protection from Harassment Act (2014).

4.2 “Aggrieved Woman” means a woman of any age (who may or may not be a DR member), who alleges to have been subject to any act of sexual harassment by the respondent.

4.3 “Complaint” is meant to construed, defined, understood and interpreted as a formal allegation of Harassment submitted in writing or otherwise by the Aggrieved Woman to DR Committee.

4.4 “Conciliation” a process to resolve conflict/complaint by the DR Committee on the specific request of the Aggrieved Woman in the manner provided under the Act.

4.5 “Harassment” is any improper conduct by an individual DR member, that is directed at and offensive to another person or persons within DR or outside DR, and that the individual knew or ought reasonably to have known would cause offence or harm. It comprises any objectionable act, comment or display that demeans, belittles, or causes personal humiliation or embarrassment, and any act of intimidation or threat. It includes harassment within the meaning of the POHA (2014) and applicable international and united nation’s conventions and treaties. Harassment shall also include Sexual harassment as defined below.

4.6 “Sexual Harassment” shall mean and include any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:

a) physical contact and advances; OR

b) a demand or request for sexual favours; OR

c) making sexually coloured remarks; OR

d) showing pornography; OR

e) any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

4.7 “Unwelcome Sexual Advances” shall mean any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:

a) requests or demand for sexual favours, either explicitly or implicitly, in return for favours, benefits, advantages and/or special preferential treatment; OR

b) unwelcome sexual advances involving verbal, non-verbal, or physical conduct such as sexually coloured remarks, jokes, letters, phone calls, e-mail, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds, display of pictures, signs, verbal or non-verbal communication which offends the individuals sensibilities and affect her/his performance; OR

c) eve teasing, innuendos and taunts, physical confinement against one's will and likely to intrude upon one's privacy; OR

d) act or conduct by a person in authority which creates the environment during training, competition or social function hostile or intimidating to a person belonging to the other sex; OR

e) conduct of such an act during training, competition and social function or outside in relation to any DR members, Committee Members, or Coach or vice; AND

f) any unwelcome gesture by any DR members, Committee Members, or Coach having sexual overtones.

**5) POLICY REQUIREMENTS**

5.1 All DR members, Committee Members and Coach are responsible for fostering a Harassment free environment at all times.

5.2 All DR members, Committee Members and Coach shall be informed of The Policy during recruitment and by general publicity during training, competition and social function and shall be deemed to be complied with at all times.

5.3 Early Resolution Mechanism should be used to resolve problems of Harassment at the outset.

5.4 The complaint process, including the investigation if necessary, should be completed without undue delay.

5.5 Corrective action must be taken timely in all situations of Harassment and the same must be communicated to all the parties involved in it.

5.6 Harassment may result in corrective or disciplinary actions being taken, up to and including termination of DR membership, or even reporting to relevant authorities of the Republic of Singapore.

5.7 Disciplinary or corrective measures may also be taken against the following:

a) any DR members, Committee Members, or Coach, who is aware of a Harassment situation and who fails to take corrective action; O

b) anyone who interferes with the resolution of a complaint by threats, intimidation or retaliation; OR

c) anyone who files a complaint that is frivolous or in bad faith.

**6) RESPONSIBILITY AND AUTHORITY**

The ultimate responsibility and authority for applying The Policy rests with the DR Committee.

**7) EXPECTATIONS**< **MEMBERS >**

7.1 DR members are expected to act towards other DR members, Committee Members and Coach professionally and respectfully, and in a cordial manner.

7.2 Any DR members, Committee Members and Coach, who believe they have been treated in an improper and offensive manner and feel that they are being harassed, may file a complaint with the DR Committee. It is advised to report the incident/last incident of harassment within 24 hours from the date of incident, however, maximum within a period of 3 months from the date of incident/last incident.

7.3 The DR Committee shall try its best effort to take prompt action if any DR members, Committee Members, or Coach report an incident of Harassment to the DR Committee, or any individual DR Committee Members, or Coach, within 24 hours of incident or as soon as possible.

7.4 Members can expect to be treated without fear of embarrassment or reprisal when dealing with a Harassment situation or involved in the resolution of a complaint via the DR Committee.

< **COMPLAINANTS, RESPONDENTS AND WITNESSES** >

7.5 Complainants, respondents and witnesses are expected to provide information as required in the steps noted under "Complaint Process".

7.6 They are required to fully co-operate in the Complaint Process as and when called upon to do so.

7.7 They are strictly required to limit the discussion of the complaint or any matter pertaining to the complaint to only those who need to know.

7.8 They may review their statement as recorded by the investigator appointed by the DR Committee, to confirm its accuracy, prior to the final report being submitted, subject to only necessary modification.

7.9 Complainants and respondents will receive information related to the complaint in writing, including allegations, as noted in the steps below, under "Complaint Process", and in accordance with the principles of procedural fairness.

7.10 Complainants and respondents may review a copy of the draft report issued by the DR Committee, who after receiving such request applies his mind to judge if it would be in interest of justice to accede to such request. They will be informed of the outcome of the investigation and will receive a copy of the final report in writing issued by the DR Committee.

**8) COMPLAINT PROCESS**

8.1 Any aggrieved DR member, Committee Member, or Coach who feels and is being harassed, sexually or otherwise, directly or indirectly, may submit a complaint of the alleged incident to the DR Committee in writing within 24 hours from the date of incident, however, maximum within a period of 3 months from the date of incident/last incident.

8.2 Where the aggrieved DR members, Committee Members, or Coach is unable to make a complaint on account of their physical incapacity, a complaint may be filed by

a) a family member, a relative or a friend; OR

b) another DR member; OR

c) any person who has knowledge of the incident, with the written consent of the aggrieved person.

8.3 Where the aggrieved DR member, Committee Member, or Coach is unable to make a complaint on account of their mental incapacity, a complaint may be filed by

a) a family member, a relative or a friend; OR

b) a special educator; OR

c) a qualified psychiatrist or psychologist; OR

d) the guardian or authority under whose care they are receiving treatment or care; OR

e) any person who has knowledge of the incident jointly with any of the above.

8.4 Where the aggrieved DR member, Committee Member, or Coach on for any other reason is unable to make a complaint, a complaint may be filed by any person who has knowledge of the incident, with their written consent.

8.5 Where the aggrieved DR member, Committee Member, or Coach is deceased, a complaint may be filed by any person who has knowledge of the incident, with the written consent of their legal heir.

8.6 The DR Committee on receipt of such written complaint, may, if required, ask the aggrieved person to furnish additional information about the alleged harassment.

8.7 The DR Committee may, before initiating an inquiry and at the request of the aggrieved DR member, Committee Member, or Coach, take steps to settle the matter between them through conciliation provided that no monetary settlement shall be made the basis of such conciliation.

8.8 Where possible, the parties shall be given an opportunity of being heard.

8.9 The DR Committee must complete his/her investigation within a 90-day period.

**9) ACTION FOR FALSE/MALICIOUS COMPLAINT**

If the DR Committee arrives at the conclusion that the allegation against the accused is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, the DR Committee may take action against the E DR member, Committee Member, or Coach who has made the complaint. Provided that a mere inability to substantiate a complaint or provide adequate proof need not attract action against the Complainant.

**10) CONFIDENTIALITY**

The identity and addresses of the aggrieved DR member, Committee Member, or Coach, respondent and witnesses, any information relating to conciliation and inquiry proceedings, the DR Committee’s recommendations and action taken against the respondent under The Policy shall not be published, communicated or made known to any parties outside DR, public, press and social media in any manner by any person having knowledge of the same.

**11) APPEAL AND OTHER RECOURSE**

11.1 Any person aggrieved from the recommendations made by the DR Committee or non-implementation of such recommendations may prefer an appeal to the DR Committee.

11.2 The appeal shall be preferred within a 90-day period of the recommendations.

11.3 Assaults including sexual assault are covered by the Criminal Code and in such cases if proven guilty the membership or appointment will be terminated by the DR Committee. Any allegation of such incident must be accompanied by a police complaint.

11.4 If a complaint on the same issue is or has been dealt with through another avenue of recourse, the complaint process under The Policy will not proceed further and the complaint will be closed and concerned DR member, Committee Member, Coach must be suspended or immediately terminated membership or appointment.