

**Southern African Universities Staff Sports Association
(SAUSSA)**



The Code of Conduct and Ethics Policy

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1. DEFINITION OF TERMS

- 1.1 **Sexual Harassment** is defined as unwanted conduct of a sexual nature or other conduct based on sex, which affects the dignity of men and women.
- 1.2 **EXCO** means the Executive Committee of SAUSSA
- 1.3 **GLP** is an acronym for Game's Leading Person (or Match Commissioner)
- 1.4 **LOC** means the Local Organizing Committee
- 1.5 **MANCO** means the Management Committee of SAUSSA
- 1.6 Member Universities means the Staff Sports Associations of universities that are affiliates of SAUSSA
- 1.7 **Individual Member** means members of staff of universities that are affiliates of SAUSSA
- 1.8 **SAUSSA** is an acronym for the Southern African Universities Staff Sports Association
- 1.9 The **Code** shall mean the SAUSSA Code of Conduct and Ethics Policy (CCEP).

2. INTRODUCTION

The Southern African Universities Staff Sports Association embodies social cohesion and comradeship through sporting, cultural and recreational activities. Towards preserving this unique character, a model for effective self-regulation is essential. The Code of Conduct and Ethics policy contains general rules of conduct to be observed by the SAUSSA members so as to uphold the values of SAUSSA while also maintaining integrity and loyalty to their universities. This Code is designed to convey the obligations and standards of behavior expected of SAUSSA members and to help the members resolve any ethical issues that may arise during the course of the SAUSSA Games, meetings and other SAUSSA activities.

This Code should be read in conjunction with other existing SAUSSA policy documents as well as the terms and conditions of service spelt out in the SAUSSA Constitution. The Code is binding for the EXCO, MANCO, member universities and individual members of SAUSSA.

3. CLAUSE 1: Responsibilities of members

- 3.1** Each member university occupies a special place within the SAUSSA family and therefore is expected to uphold the SAUSSA objectives and values as well as ensure that their conduct does not put SAUSSA into disrepute.
- 3.2** Every individual member should adhere to this Code and such other rules and guidelines that that may be declared to be in force, by SAUSSA from time to time.
- 3.3** SAUSSA takes interest in all the dealings between member universities (under the SAUSSA banner) and as such any university that may be found to have contravened the Constitution or any policy document of the association (in its dealings with another member university in relation to SAUSSA matters) shall be charged with misconduct and may liable to a fine or face expulsion.
- 3.4** Subject to the approval of EXCO, MANCO may subject any member university to a disciplinary hearing resulting from any breach of the SAUSSA Constitution and policies.
- 3.5** .
- 3.6** The disciplinary process on the behavior of member universities or their members will be undertaken as outlined in clause 16 of the SAUSSA Constitution.
- 3.7** No individual member shall be allowed to disseminate any information regarding the official business of SAUSSA without the authority of the EXCO – any member who contravenes this directive may cause the suspension of their university from SAUSSA.
- 3.8** Discrimination, in any form, shall not be tolerated during any activity organised under the SAUSSA banner.
- 3.9** SAUSSA members have the right to report non-compliance with the Code without fear of victimization.
- 3.10** SAUSSA members shall be expected to report, to the SAUSSA EXCo, anything required of them as outlined in this Code which is otherwise improper, unethical or is in conflict with their parent university policy.
- 3.11** Contravention of any of the provisions of the code may lead to disciplinary action against the perpetrator(s), therefore member universities are liable to the conduct of their individual members and failure to do so may lead to the suspension of a member university.

4 CLAUSE 2: Professionalism

- 2.1** Individual members, while representing their respective universities at SAUSSA activities are expected to conduct themselves in the manner in which they would normally behave in their home countries save for the variations in the legal statutes of the host country.
- 2.2** Member universities are expected to treat the staff members, students as well as the general public of the hosting institution with courtesy and respect.
- 2.3** SAUSSA EXCO members are expected to set high professional standards by conducting themselves in an exemplary manner as well as portraying impeccable conduct as well as playing a meaningful positive role in ensuring that their constituents conceptualize, practice and adhere to the standards and intentions of SAUSSA.
- 2.4** Member universities should seek to improve the standards of performance, professionalism and strive to carry out social work in a manner befitting the SAUSSA community.
- 2.5** The laws of the host nation take precedence over the SAUSSA Code of Conduct and as such SAUSSA shall not be held liable for the behavior of individuals or a member university that contravenes the statutes of the host nation. It is therefore upon the individual university or individuals to familiarize themselves with the laws of member countries (ignorance may not give anyone a reprieve).

5 CLAUSE 3: Dress Code

- 3.1** All SAUSSA members are expected to dress in a manner that reflects the professional standing of the SAUSSA Games in relation to the governing world sports organizations as well as maintaining a decent mode of dressing and personal hygiene.
- 3.2** The SAUSSA Executive appreciates that personal taste; style and comfort are factors that are considered when dressing, however, members are expected to use their discretion when it comes to personal appearance and their attention is drawn to the following in particular:
- 3.2.1** Netball tunics/ gym skirts – . Wearing with sporting tights is highly recommended

3.2.2 Footwear: football boots should be worn by each player during the football games, sneakers should be worn for all hand ball games (sports governing bodies' rules and regulations, in relation to dress code, should prevail e.g. FIFA, IFNA and FIVB).

3.3 In those circumstances where it is impractical to dress to the required professional standard, tracksuits or individual university's regalia shall be accepted for as long as the type of regalia does not impede the smooth progression of the games or even put the lives of fellow athletes at risk.

6 CLAUSE 4: Improper Influence and Bribery

4.1 The SAUSSA Executive shall not use their office, position or power for soliciting, inducing favors and collecting bribes in the name of SAUSSA.

4.2 No SAUSSA member may bribe or improperly influence or attempt to improperly influence any official handling of any of the SAUSSA Games.

4.3 SAUSSA Members must report immediately to the SAUSSA EXCO any attempt by any person to bribe or to improperly influence the outcome of a SAUSSA game.

7 CLAUSE 5: Use of Assets

7.1 All SAUSSA members must act in the best interest of, and handle with care, the assets of the host university. SAUSSA members are responsible for the assets placed under their care during any SAUSSA activity.

7.2 The LOC charged with the duty of acquiring goods and services for the hosting university during the SAUSSA Games, shall exercise due care and adhere to existing policies, regulations and control measures of the hosting university, in order to ensure the upkeep of assets placed under their care.

7.3 No SAUSSA member may sell or use SAUSSA and the host university's assets without authorization.

7.4 The loss of any asset must be reported immediately to the LOC or SAUSSA EXCO.

- 7.5 The use of the hosting university assets by anyone other than the LOC members shall be authorized by the university and/or SAUSSA EXCO .
- 7.6 SAUSSA members must adhere to the hosting university's internal control measures, which are aimed at protecting assets against their unauthorized removal and/or use.
- 7.7 Where a SAUSSA member spends money or authorizes that money be spent, she/he should ensure that such money is accounted for.
- 7.8 No SAUSSA Member University may, without the permission of the SAUSSA President, Treasurer and Secretary General, open a bank account, receive goods or conduct any business on behalf of or in the name of SAUSSA.

8 CLAUSE 6: Conflict of Interest

- 6.1 SAUSSA members will act in the best interest of SAUSSA in all dealings with current or prospective donors, suppliers, consultants and other stakeholders.
- 6.2 SAUSSA members must avoid conflict of interest in all dealings of SAUSSA and /or hosting university.
- 6.3 SAUSSA members must report any potential conflict of interest to the SAUSSA/ EXCO and/or recuse themselves.
- 6.4 Any SUASSA EXCO member who has a clash of interest in any dealing must inform the EXCO immediately or recuse themselves immediately from the engagement.

9 CLAUSE 7: Sexual and Verbal Harassment

- 7.1 SAUSSA does not tolerate sexual harassment of any of its members, member university employees and students.
- 7.2 Individual members are encouraged to report any act of sexual harassment immediately to the EXCO.
- 7.3 Any member who makes a genuine complaint on the grounds of sexual harassment need not fear reprisal or victimization.

7.4 Conduct which constitutes sexual harassment shall not be acceptable. The following are examples of conduct which constitute sexual harassment:

- 7.4.1 Giving someone unwanted sexual attention.
- 7.4.2 Insulting or ridiculing someone because of his or her gender.
- 7.4.3 Suggestions that sexual favors may enhance chances of someone's team to progress in the SAUSSA organized games.
- 7.4.4 Lewd, suggestive or over-familiar behavior, making gestures, noises, jokes or comments, including innuendo, regarding another person's sexuality.
- 7.4.5 The display or circulation of sexually suggestive material at the hosting University.
- 7.4.6 Touching inappropriately or making intentional or careless physical contact/touching that is sexual in nature.

7.5 Abusive language will not be tolerated in SAUSSA events.

7.6 SAUSSA advocates fair play and social cohesion, therefore violent acts of any nature shall not be tolerated under the SAUSSA banner. Members who contravene this directive shall face an internal disciplinary process and or be handed over to the relevant authorities.

10 CLAUSE 8: Weapons and Acts of violence

8.1.All member Universities are advised not to bring or carry any weapon including but not limited to life threatening weapons during SAUSSA events.

8.2. SAUSSA is categorically opposed to acts of violence under its banner.

8.3. No one will be allowed to intimidate other university members for self-benefit which may lead to tarnishing the image of SAUSSA.

8.4. The SAUSSA family should avoid the use of prohibited drugs and performance enhancing substances during SAUSSA events.

8.5. SAUSSA shall not be held liable for members who are found guilty of the importation or exportation of illegal drugs. The laws of the host nation shall apply.

11 CLAUSE 9: Gifts and Fundraising

- 9.1** Only the SAUSSA President, Treasurer, Secretary General, Asset Manager and/or a delegated member, may receive gifts on behalf of SAUSSA. Such gifts shall be recorded in the asset register of the SAUSSA.
- 9.2** Any gift which can be prejudicial or deemed to be unaccepted or damaging to the good name of the SAUSSA shall not be accepted.
- 9.3** A member university that fails to adhere to the SAUSSA marketing strategy will be fined as outlined in the SAUSSA Marketing Policy.
- 9.4** It is in the interest of SAUSSA to market herself in a manner that upholds her principles and aspirations, and individual or member that may be found to be representing, or distributing materials under the banner of SAUSSA (without official authorization) shall be liable to a punishment that may include, but not limited to suspension, expulsion or a fine that may be commensurate with the offence.
- 9.5** It is in the best interest of SAUSSA where funds permit, to produce and distribute its own marketing materials. Where such a provision has not been extended to individuals or a member university tasked with the responsibility of marketing SAUSSA activities permission must be sought from the SAUSSA Public Relations Office.
- 9.6** No member; individual or university, shall speak or make any submission to the media, concerning SAUSSA business without following due processes with the SAUSSA Public Relations Office.
- 9.7** A record of all the fund raising transactions done by the Marketing Committee should be kept by the Treasurer of the association and an annual report for such activities should be made available to the AGM, PRO and Treasury.

12 CLAUSE 10: Grievances and Appeals

- 10.1** The SAUSSA EXCO shall treat all complaints as serious and urgent and shall make every effort to investigate complaints expeditiously. Member universities should make every effort to direct complaints to the EXCO.

- 10.2** Member Universities are encouraged to find amicable solutions to any conflict/ misunderstandings amongst themselves prior to reporting and or referral to the SAUSSA EXCO .
- 10.3** Members are encouraged to consider all potential complaints carefully and should not make frivolous, malicious or vexatious complaints (those in contravention shall be held liable).
- 10.4** Should a misunderstanding arise during an official SAUSSA game, the GLP (as may be appointed from time to time by the VP Technical) and the team captains must try to find an amicable solution.
- 10.5** Only in cases where the GLP and team captains are unable to find a solution should complaint be reported to SAUSSA EXCO. The formal SAUSSA Games Complaints Process shall require that the complainant lodge a complaint (by filling in the complaint form) with the SAUSSA EXCO through the Secretary General.
- 10.6** For an individual to be made a GLP, the following shall be taken into consideration:
- 10.6.1 Such a person must be an employee of a member university and must have demonstrated a vast knowledge of the sporting discipline in question.
 - 10.6.2 The individual must be the captain of a member university whether their university is participating or not in the year's edition of the SAUSSA games.
 - 10.6.3 The appointment shall be made in consultation with the member universities participating in the year's games through the team's captains.
- 10.7. The GLP must at all the times conduct themselves in an exemplary manner that upholds the good name of SAUSSA.

13 CLAUSE 11: Concern for the Host University Environment and Community

- 11.1 SAUSSA members are expected to uphold the host university's policies and measures aimed at the protection of the health and safety of the host university community which may be affected directly or indirectly by SAUSSA's activities and also give proper regard to the protection and conservation of the environment.
- 11.2 The SAUSSA family shall endeavour to provide and maintain a safe environment during the SAUSSA Games.

- 11.3 The LOC shall advise the SAUSSA family of a well-established accident and incident reporting procedure they have in place.
- 11.4 SAUSSA members shall be expected to ensure their own safety by minding the company they keep and places they visit in the host country, and also the people they invite into the host university's premises or facilities.
- 11.5 Any individual or a member university found to be aiding or to have aided an unauthorized person to gain access to the premises/facilities of the host university is liable to an offence and the policies of the host shall take precedence.
- 11.6 Noting that most member universities are properties of the host nation, acts of vandalism, arson or malicious damage to property may be investigated or even prosecuted at the level of the state, members are required to act responsibly at all the times. In the event an individual or individuals acting in unison to cause harm to a person or damage to property may have to face the state and SAUSSA nor the host university may not be liable to the conduct of such individuals.
- 11.7 SAUSSA members must carry their accreditation cards throughout the duration of SAUSSA events and produce them when required/ requested to do so.
- 11.8 Noting that all misplaced or lost cards may land in the hands of unscrupulous individuals who may use them to commit crime, such cards should be reported immediately to the LOC.