

## INTERNAL DIRECTIVE - 03 (version 11.2023)

(ID-03)

### CODE OF CONDUCT

#### 0. Definitions and Abbreviations

ID03	ETTU Internal Directive 03	HM	Honorary Member
ETTU	European Table Tennis Union	COU	ITTF Council (European Member only) former Board of Directors
ITTF	International Table Tennis Federation	ST	ETTU Staff member
TT	Table Tennis	SP	ETTU Service Provider
EB	ETTU Executive Board	OFF	ETTU Official
CM	ETTU Committee Members	VT	ETTU Volunteer
GS	ETTU General Secretariat		

*Collectively referred to as "ETTU members"*

- 1.1. All ETTU members as defined under 0. shall comply with ETTU's policies and procedures, including this code of conduct, and any other applicable rules and regulations. They shall seek guidance from the GS if they have any doubts about the interpretation or application of these policies and procedures.
- 1.2. All ETTU members shall behave ethically and with integrity in all their activities, comply with applicable laws and regulations, and avoid any conflict of interest that may arise between personal interests and those of ETTU.
  - 1.2.1. All ETTU members shall avoid any situation where their personal interests may conflict with the interests of ETTU or where their impartiality or objectivity may be compromised. If a conflict of interest arises, they shall promptly disclose it to the relevant parties and take appropriate actions to address it.
  - 1.2.2. All ETTU members shall not accept gifts or hospitality that could create a conflict of interest, compromise their impartiality, or be seen as an attempt to influence their decisions.
- 1.3. All ETTU members shall respect the confidentiality of information they receive in their roles and shall not disclose or use such information for personal gain or any other purpose not related to ETTU's objectives, except where such disclosure is required by law or with the consent of the relevant parties.
- 1.4. All ETTU members shall treat all persons with fairness, respect, and dignity, regardless of ethnic origin, gender, religion or belief, sexual orientation, gender reassignment, age, socio-economic status, pregnancy or maternity status, marital status or civil partnership, disability, or any other characteristic.
  - 1.4.1. All ETTU members shall provide equal opportunities to all individuals and groups without any discrimination ensuring that they do not show favouritism to any individual or group based on their personal relationships or any other factors that are not relevant to ETTU's objectives.
  - 1.4.2. All ETTU members are expected to uphold a standard of conduct that prohibits harassment and discrimination. This includes abstaining from behaviours such as verbal or physical abuse,

sexual harassment, making offensive jokes, remarks or gestures, and isolating individuals based on their unique characteristics.

- 1.5. All ETTU members shall ensure that they provide feedback to all individuals and groups in a constructive and respectful manner, without any discrimination or bias.
  - 1.5.1. All ETTU members shall never use or condone the use of foul, sexist, or racist language or any language that could cause offence including gestures at any time.
  - 1.5.2. All ETTU members shall never do or say anything which brings ETTU or any of its members into disrepute.
  - 1.5.3. All ETTU members shall refrain from engaging in any behaviour that could be considered discriminatory or harassing. It is essential to understand that any form of bullying, whether verbal or physical, directed towards individuals involved in our sport, is strictly prohibited. Moreover, the use of inappropriate language or engaging in the inappropriate use of social media and texting is also not tolerated under any circumstances.
  - 1.5.4. All ETTU members shall never swear at or use verbal abuse towards other ETTU members, all volunteers, officials, ETTU staff and venue staff.
- 1.6. All ETTU members shall ensure that all their activities are transparent and accountable. ETTU members shall ensure that all decisions made by them are based on objective and fair criteria and that there is no bias or favouritism shown to any individual or group, whether in relation to membership, governance, competitions, or any other matter.
- 1.7. All ETTU members shall use ETTU's resources, including financial, human, and material resources, only for ETTU's legitimate purposes and in accordance with ETTU's policies and procedures. They shall not use ETTU's resources for personal gain or benefit.
- 1.8. All ETTU members shall report any suspected violations of this code of conduct, ETTU's policies and procedures, or any other applicable rules and regulations to the GS who shall forward the report to the EB to deal in accordance with ETTU Constitution 5.2.1.4. and ETTU Constitution Annex B 3. In case the reporting goes against one or both of the members from the GS, the report shall be made to the ETTU President who shall forward the report to the EB to deal in accordance to ETTU Constitution 5.2.1.4. and ETTU Constitution Annex B 3.

Any violations of this code of conduct or ETTU's policies and procedures may result in disciplinary action, including but not limited to suspension or termination of membership or contract or employment. ETTU shall enforce this code of conduct and its policies and procedures in a fair, consistent, and transparent manner.

- 1.9. All ETTU members as defined under 0. are bound by the ID-04 starting with the day of its official validation. All ETTU members must receive notification of the ID-03 at the validation date. Additionally, all ETTU members must be notified of any validated modifications or updates of the ID-03 as they occur.

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