

## **ITF England**

### **Ethical Code of Conduct**

ITF England strives, through the efforts of its members, to build a reputation of being an organisation that conducts its activities with courtesy and integrity, in compliance with the UK Law, together with the rules and regulations (Charters and Bylaws) of ITF England. This Code of Conduct provides guidance for all members of ITF England to follow proper etiquette and high ethical standards. We recognise the rights of all individuals and groups within ITF England to be able to conduct their business in a free and open way. However, all members of ITF England are representatives of ITF England and, as such, should adhere to the following moral principles that govern a person's behaviour or the conducting of an activity:

- Exercise honesty and diligence in performing their activity's in and outside Dojang and undertaking their responsibility's to the moral values and culture of Taekwon-Do
- Maintain high standards of integrity, morality and competence
- Not contravene any laws or relevant regulations of ITF England in the conduct of their activities
- Not enter into any activity that may result in a conflict of interest with ITF England charters and bylaws
- Not accept anything of value which could be described as an inducement or which could impair judgement
- Not act in a manner that could discredit ITF England
- Be loyal in all matters affecting ITF England, including matters relating to all members of ITF England

ITF England will ensure that:

- Members are treated fairly and with respect
- Members are given the opportunity for gradings and development in a fair and unbiased way
- Equality and diversity are upheld
- Discrimination is not tolerated
- Health and Safety regulations and guidelines are adhered to.

This policy aims to foster an environment in which disrespectful behaviour; bullying, harassment and intimidation are acknowledged as unacceptable behaviour. It is important that all members of the ITF England should be able to recognise, challenge, and where necessary, complain about bullying and harassment should it arise, with confidence that their concerns will be treated in good faith, and investigated fairly and appropriately.

ITF England seeks to resolve such issues as quickly as possible and recommends that where possible, an informal approach should be adopted. If the behaviour concerned

continues, or is of a serious nature in the first instance, formal disciplinary proceedings should be pursued. Cases will be investigated, maintaining the confidentiality of both parties as far as possible, although witnesses may need to be interviewed to collect evidence. In serious cases, ITF England may need to take immediate action.

In line with this policy, ITF England will:

- Treat all allegations seriously and in good faith
- Investigate all allegations in a timely manner
- Ensure that any allegations made maliciously or prejudice will be dealt with in line with ITF England disciplinary procedures.

All members of ITF England are responsible for their own behaviour and it is expected that all individuals will comply with the standards of behaviour laid out in document.

### **Harassment and bullying**

To secure an environment in which ITF England members, whether they be instructors, students, coaches, competitors etc. can participate in ITF England activities and events without fear of bullying, harassment or victimisation. Everyone in ITF England has a part to play by ensuring that his or her own behaviour, whether intentional or unintentional, does not constitute harassment. ITF England may take disciplinary action against inappropriate behaviour that shows lack of respect for others or which leads people to feel threatened.

### **Health and safety**

ITF England places a high priority on providing a safe environment to members involved with ITF England activities and events. All activities should be carried out with the highest regard for the health and safety of instructors, students, coaches, competitors and the public.

### **Misuse of drugs and alcohol**

It is a disciplinary offence to be involved in ITF England activities or carrying out official duties when under the influence of alcohol or banned substances.

### **Equality**

ITF England has adopted equality, diversity and inclusion as core values and seeks, in all its policies and actions, to be a genuinely inclusive organisation and to integrate the principles of equal treatment and promotion of diversity into all aspects of the ITF England's activities.

### **Courtesy and Respect**

Members are expected to show courtesy and respect to other members. Senior grades, elders and authority figures who have earned the right to this respect should be addressed by their correct title.

As well as common courtesy, members should observe the rules of etiquette that are specific to Taekwon-Do.

Members are expected to show courtesy and respect to others and avoid any demeaning behaviour. Making defamatory remarks in public is considered a disciplinary offence.

In some cases, it is important to recognize when, belt rank notwithstanding, an authority figure is not fully deserving of respect and deference. If someone has broken a person's trust and that person feels s/he can no longer respect the other, that is their personal choice, which they have the right to make. In some cases, by standing up to authority they are respecting themselves and other people affected by the authority figure's power. However, standing up to authority figure's abuse of power should be done in the most courteous and respectful way possible.

### **Humility**

A senior member or an authority figure should not abuse their power. They must respect those who trust them by being courteous and fair to them. They should never expect others to defer to them only because of their status. They must ensure that their own behaviour is appropriate for someone of that status and earn the respect of others.

### **Loyalty**

According to Taekwon-Do Encyclopaedia (5<sup>th</sup> edition, page 45), this means a student should never betray their instructor - they should always be loyal and never criticize the instructor.

Instructors should, within reason, allow their students; if they express the desire and follow the correct protocols, to train at other dojangs (instructor guidelines state that an instructor should allow the student to train elsewhere to gain other experience and knowledge). When accepting students from another dojang, the instructor should inquire if the student has informed their instructor, as a matter of courtesy. If the student has not informed their instructor, s/he should be requested to do so before undertaking any further training.

Any member actively encouraging a student to leave their instructor is deemed to be acting against the principles of Taekwon-Do. If the Taekwon-Do values are to be followed, students who have problems with their instructor should be encouraged to do everything in their power to resolve their issues. If they cannot find a solution, they may ask the Ethics & Disciplinary Director to act as a mediator.

---

Although courteous and ethical behaviour is expected at all times, there are certain circumstances that require particular attention to these characteristics so that unpleasant situations may be avoided.

## **Opening of a new school**

When considering the opening of a new school one should show courtesy and respect to the geographically nearest instructor(s) and open a dialogue to discuss any ethical issues that may arise.

Although close proximity to another school should be avoided where possible, care should be taken to ensure that students are not directly recruited from neighbouring schools.

If any students wish to join from another school, their Instructor should be contacted to inform them and to request information regarding the history of that student, particularly with regard to any outstanding disciplinary issues. It should be noted that students are free to train with their Instructor of choice but ethical practice should be observed in the promotion of the new school and in the recruitment of new students.

If any instructor has reason to believe that ethical procedures have not been followed, they may contact the ITF England Ethics and Discipline Director who may mediate on their behalf.

## **Instructors Leaving a Senior/Association to set up as an Independent Instructor**

When an Instructor wishes to leave his/her own instructor to open a new school, this may cause resentment between the parties. Both parties should firstly enter into a dialogue to discuss reasons for leaving a senior instructor/Group/Association. An amicable parting should be considered the desired outcome.

The points raised earlier in the document should be borne in mind in such situations.

Where an amicable solution between senior instructor and instructor cannot be agreed, then any instructor who intends to set up as an independent and/or join another ITF England group/association, they must ensure that both their original instructor and ITF England are notified (in writing) of their intentions. In any case, any instructor wishing to set up as an independent group/association must request permission to join ITF England and agree to abide by the Charter and Byelaws of ITF England by signing the individual and group Member Agreements.

If any instructor has reason to believe that ethical procedures have not been followed, they may contact the ITF England Ethics and Discipline Director who may mediate on their behalf.

---

## **APPENDIX**

**Source:** <https://www.gov.uk/guidance/equality-act-2010-guidance>

### **Definitions:**

The Equality Act 2010 that addresses nine protected characteristics covers harassment. These are age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief. Sex, Sexual Orientation

Harassment is defined by the Equality Act as, 'unwanted conduct (relating to a relative protective characteristic), which has the purpose or effect of violating an individual's dignity or creating an intimidating, degrading, humiliating or offensive environment for that individual. ITF England will seek to apply the spirit and letter of the Act, but it also considers harassment and / or bullying on any grounds, including those not covered as a protected characteristic to be unacceptable, and will deal with all allegations appropriately.

Victimisation is a type of harassment. This occurs when an individual treats another individual less favourably because she or he has alleged that harassment has occurred or is helping someone else to do so.

Examples of harassment include (but are not limited to):

Unwanted physical contact

Unwelcome remarks or jokes about, for example, a person's age, appearance, marital status

Unwelcome advances, attention or propositions

Unwelcome written or visual communication such as posters, graffiti or offensive gestures

Intrusive questioning

Publicising, or threatening to publicise the sexual orientation of someone without his or her permission

Misuse of the internet and social networking sites to ridicule or harass

Isolation, non-cooperation, or deliberate exclusion of an individual from involvement in an ITF England activity.

Misuse of power which has the effect of undermining, Bullying is not specifically defined by law but can be characterised as offensive, intimidating, malicious or insulting behaviour, or to abuse or humiliate or injuring the recipient.

Examples of bullying may include (but are not limited to):

Exclusion with negative consequences e.g. - essential information being purposefully withheld so a task may be delayed

Verbal abuse / insults by word, act or demeanour

Persistently ignoring or patronising an individual

Being treated less favourably than other members

Persistent unjustified criticism

Being pressured into behaviours or actions against the wishes of the individual

Intimidation

Blame for things beyond the control of the individual

**Author:** MR P R Cook,

*Director of Ethics and Discipline, ITF England*

2016