

ANNEXURE 2

TO THE

PASA MANUAL OF PROCEDURES

PASA CODE OF CONDUCT

1. Introduction

The Parachute Association of South Africa and its members shall, at all times, comply with all applicable rules and regulations as laid down and amended from time to time. PASA will not condone the activities of members who violate these rules and regulations or engage in any action which may bring PASA or the sport into disrepute. All activities of PASA should be conducted in a manner well above any minimum standards required. Members must ensure that their actions cannot be interpreted as being in any way in contravention of the rules and regulations of PASA.

PASA expects its officials and members to subscribe to an ethical code of conduct based upon the three tenets of beneficence (the duty to do good), non-maleficence (the duty to do no harm) and justice (offenders to be treated fairly and required to rectify their wrongdoings and face sanction for their transgressions).

A code cannot cover every conceivable contingency and although it can be reasonably prescriptive in so far as the behaviour of officials is concerned, in the case of individual parachutists, one can only provide a guideline as to the type of behaviour that they should aspire to. PASA members are to act in PASA's best interests. PASA members shall recognise their common responsibility to maintain good relations between PASA and the general public and they shall not compromise the integrity or damage the reputation of PASA. PASA funds and all other assets of PASA are for the use of PASA only and not for personal benefit.

2. Application

The code applies equally to all levels of the organisation from employed staff, Management Council members (both elected and co-opted), ordinary members and *ad hoc* appointed officials which may include but not be limited to event directors and competition administrators, judges and ground crew.

3. PASA Officials

PASA officials are expected to execute their respective portfolio responsibilities with diligence, enthusiasm, integrity and in accordance with the above principles by adhering to the following at all times:

- Maintain exemplary standards of personal, professional and ethical conduct in fulfilling all aspects of the position of a PASA Management Council member and/or Officer, including while interacting with PASA members and all external organisations and individuals.
- Act in the best interest of PASA while avoiding actions or decisions that could either bring PASA into disrepute or be construed as unethical, illegal or contrary to the public interest.
- Communicate openly, honestly and in a timely fashion, while respecting confidentiality and individual rights, with PASA members and any other individuals or organisations having a relationship with PASA.
- Ensure that all regulations, guidelines and requirements are made freely available, conscientiously applied, upheld, regularly reviewed and amended.
- Investigate, evaluate, act and report on any safety, technical, procedural or disciplinary matters brought to their attention timeously in accordance with current regulations, devoid of favouritism and unencumbered by any external influences.
- Disclose any potential conflict of interest situation resulting from involvement in PASA activities and, where appropriate, exclude themselves from involvement in such activities
- Keep privileged information confidential except in circumstances when doing so would result in a breach of regulations or ethical conduct.
- Confidential information must be dealt with in terms of PASA's Privacy Policy (Appendix 5).
- Actively encourage diversity throughout the activities of the organisation.

- Refuse to engage in or sanction discrimination on the basis of race, gender, age, religion, national origin, sexual orientation, physical appearance, or disability.
- Exercise proper, legal and appropriate financial responsibility in all dealings with or on behalf of PASA through maintaining accurate accounts and asset registers as well as being proactive in pursuing debtors.

4. PASA rating holders

Rating holders are the most visible of all PASA members in respect of exposure to public scrutiny and should therefore:

- Ensure that they are appropriately licensed;
- Maintain logbooks, as may be required;
- Comply with all requirements with regards to the ratings they hold;
- Treat other rating holders, PASA members and members of the public with respect and common courtesy;
- Behave in a professional and creditworthy manner at all times;
- Report any safety related event or hazardous actions accurately and timeously;
- Instructors have additional responsibilities in introducing new members to the sport and must therefore ensure that they:
 - Emphasize safety at all times;
 - Only progress students who have comfortably achieved the required skills and knowledge taught in the earlier stages of instruction;
 - Ensure that the training curriculum is fully covered as a minimum;
 - Maintain their personal training qualifications and strive to advance their own proficiency, knowledge and teaching skills.
 - Embody the qualities of an Instructor as outlined in Section 3 of the PASA MOPs.

By becoming a member of PASA, members agree to actively live up to this Code of Conduct. Members accept that they will be held accountable for any deed or action that does not comply and this may result in disciplinary action being taken.