

Singapore Table Tennis Association (STTA) Code of Conduct For STTA Management Committee /Independent Delegates and Sub-Committee Members (Approved by Management Committee on 13 May 2020)

- 1. All Management Committee/ Independent Delegates and Sub Committee members shall:**
 - 1.1 act with integrity at all times in their dealings with the STTA's stakeholders, in particular, athletes, volunteers, donors, sponsors and suppliers. In negotiations with these parties, accurate data and information shall be presented.
 - 1.2 not willfully submit a proposal or statement, which they know to be false, incomplete or misleading.
 - 1.3 comply with all the laws and regulations of Singapore and STTA and shall conduct themselves in an ethical manner. Bribery is fundamentally inconsistent with the STTA's values and ethics and any payment, or promise of payment or any other similar inducements made directly or indirectly in any form, to gain perceived advantage for the STTA is strictly prohibited.
 - 1.4 handle all gifts, favours and entertainment from third parties prudently. Shall not accept lavish or excessive gifts more than \$50 (If a gift comprises more than one item, the worth of the gift refers to the total value of all the items in the gift e.g. hamper, silverware etc) and entertainment/hospitality that can create expectations that may potentially be problematic for the STTA, if not met. Likewise, shall not offer lavish or excessive gifts or entertainment/ hospitality to outside parties which may also pose problems for the STTA. If the member expresses an interest in retaining the gift worth more than \$50, the member may retain the gift with payment after approval from Management;
 - 1.5 offer gifts, favours and entertainment/hospitality on behalf of the STTA if:
 - 1.5.1 they are consistent with generally accepted work practice, custom and ethical standards;
 - 1.5.2 they cannot be construed as bribes, enticement or kickbacks in any way, with regard to form, cost, frequency of giving and the manner and circumstances under which they are given;
 - 1.5.3 they do not violate the laws and regulations of Singapore or those of the STTA;
 - 1.5.4 the STTA will not be embarrassed or be liable for any legal or regulatory liability.
 - 1.5.5 any such gift, favour or entertainment/hospitality must never be construed as an attempt by the STTA to exert improper influence on such individuals. Exceptions may be made for tokens of appreciation given to Guests of Honour at the STTA's official functions.
 - 1.5.6 In determining their propriety, the following factors shall be considered:
 - i) Form and cost of the gift, favour or entertainment/hospitality, their frequency, timing and manner of the giving;
 - ii) Whether the setting and context are conducive to building or maintaining a good working relationship;

- 1.6 not disclose any confidential/proprietary information to anyone within or outside the STTA unless
 - a) he/she requires the information to carry out his/her duties;
 - b) he/she is authorized by the Management Committee to furnish such information for a specific reason;
 - c) the disclosure is required by law or requested for by the Regulatory Body.
- 1.7 not make any press release without the approval of the President or the Management Committee. Anyone found in breach of this restriction shall be subject to disciplinary action as the Management Committee shall deem fit.
- 1.8 not enter into contractual relations with third parties on behalf of STTA unless otherwise expressly authorized by the Management Committee. Examples of third parties with whom the STTA enters into contractual arrangements include sponsors, donors, suppliers, corporate partners, banks etc. If the nature of work or position requires the Management Committee members to enter into such contractual relationship on behalf of the STTA, they must be authorized to so by the STTA Standard Operational Procedure for Internal Controls or by approval of the Management Committee.
- 1.9 submit a Declaration of Conflict Interest Form upon assuming office or commencement of work and disclose any conflict of interests arises that may interfere with the performance of their official duties or with the decision-making on matters related to the STTA. Conflict of interest situations include those actual, potential or perceived report concerns to Management Committee which they may have reliable information provided to them, about possible fraudulent activity of any Management /Sub Committee Member, Staff, vendor, supplier, corporate partners or any other party associated with the STTA.
- 1.10 not use STTA's information for personal benefit, as it is strictly prohibited and may constitute a criminal offence. Confidential information may only be disclosed unless authorized to do so.
- 1.11 not be eligible for any honorarium or allowance, except for reimbursement for expenses or payment for provision of services with prior approval from the Management Committee
- 1.12 not perform any act, practice or behaviour that is detrimental to the interests of the sport of table tennis or to the STTA.
- 1.13 be committed to clean sport and will abide to the World Anti-Doping Code.
- 1.14 not gamble of any kind on the STTA's premises.
- 1.15 not use the funds of the STTA to pay for the personal fines in court of law.
- 1.16 not raise funds from the public for STTA without the prior approval of the Management Committee
- 1.17 maintain a high standard of professionalism and conduct at all times.