



# FICS Code of Conduct

## FICS INTERNAL POLICY DOCUMENT

### DOCUMENT CONTROL

<b>Status, Release Date:</b> 13/11/2019	<b>Authorisation:</b> Mustafa Agaoglu President
<b>Document &amp; Version Number:</b> FICSQP009-V 1.0	<b>Superseded Documents:</b> FICSQP009-V 0.1
<b>Amendment Summary:</b>	

### AMENDMENT RECORD

Number	Release Date	Nature of amendment	Prepared by
0.1 (draft)	21/10/2019	New Document	G Harrison-Brown
1.0	13/11/2019	Final	G Harrison-Brown

## FICS INTERNAL POLICY DOCUMENT

FICS requires all volunteers associated with FICS to observe high standards of integrity and honesty, and to act with care, diligence and fairness in all our business activities. All our interactions with stakeholders and the wider society should be conducted in an ethical and proper manner.

To that end, all of us must comply with this code and all supporting policies, the laws and regulations of all countries in which we operate, and with all applicable national and international codes.

### CONTENTS

1. Introduction .....	4
2. Guiding Principles .....	4
3. How to Ask a Question and Raise a Concern .....	5
4. Patient Safety and Benefit.....	5
5. Research Ethics .....	7
6. Interactions With Healthcare Professionals, Athletes and Organisations .....	8
7. Preventing Bribery and Corruption.....	8
8. Employment Principles.....	8
9. Safety, Health and the Environment .....	9
10. Data Privacy .....	9
11. Avoiding Conflicts of Interest .....	9
12. Protecting Company Property and Resources .....	10
13. Communications, Disclosures and Records .....	10
14. Procurement Activities .....	10
15. Corporate Communication Activities .....	11
16. Philanthropy and Community Relations .....	11
17. Political and Religious Activities .....	11

## 1. INTRODUCTION

As an organization FICS wants to be valued for the sports chiropractic services we provide and trusted for the way in which we work to deliver benefits to our organization, our members, our stakeholders, the athletes we treat and society as a whole.

Our mission is “to empower athletes so they can achieve their optimal performance naturally”. We consider this to be at the core of our responsibility to our stakeholders and society.

We are also committed to making sure that we deliver success in the right way to bring benefit through both what we do and how we do it. The trust and confidence of our stakeholders, and our professional standing within society depend on it.

Earning and maintaining the trust of our stakeholders starts with making sure that we always act with integrity, consistently, wherever FICS has a presence or an impact.

Acting with integrity underpins all the requirements of this global Code of Conduct, which sets out the high ethical standards expected of everyone at FICS. These are our baseline rules for working with others as we drive our business forward, and compliance is mandatory.

We must all live up to the standards set out in our Code and its supporting policies to ensure that FICS continues to be an organization that is valued and trusted by our stakeholders and society, and for which we are all proud to work.

The FICS Code of Conduct is one of the ways we put FICS’s values into practice. It is built around the recognition that everything we do in connection with our work at FICS will be, and should be, measured against the highest possible standards of ethical business conduct.

So please read the Code, and follow both in spirit and letter, always bearing in mind that each of us has a personal responsibility to incorporate, and to encourage other FICS volunteers to incorporate, the principles of the Code and values into our work.

## 2. GUIDING PRINCIPLES

This Code applies to all volunteers and service providers engaged by FICS worldwide.

Everyone is required to be aware of, and conduct their activities in accordance with this Code, all supporting policies and applicable codes, and the laws and regulations of the countries in which we work and do business. We must operate to the highest of the standards required by these various authorities, and always have due regard to national legislative requirements, as a minimum, and to circumstances where the laws of more than one country may apply.

Supervisors are responsible for providing appropriate support to enable their teams to understand the requirements of this Code, the relevant supporting policies, the laws and regulations of the countries in which they work, and how they should be applied in practice. Supervisors are also responsible for providing assurance on these matters to the Executive Council of FICS. These responsibilities reinforce our commitment to integrity and high ethical standards. In addition, FICS could suffer substantial reputation harm and financial consequences, including the imposition of criminal and/or civil fines and other penalties, for failure to comply with the laws and regulations of the countries in which we do business.

You must also be prepared to exercise good judgement and common sense in deciding the right actions to take, because this Code and our supporting policies cannot cover every situation that may arise. You should ask questions if you are unclear about any aspect of this Code, or if you are not sure how to respond to an issue that the Code does not address.

You must also promptly report any known, suspected or observed violations of laws, regulations, this Code or supporting policies of which you become aware.

Any failure to comply with this code, its supporting policies, or the laws and regulations of the countries in which you work, will be fully investigated and appropriate action taken. This may include re-training, discipline, or other corrective action, up to and including termination of engagement as a volunteer, depending on the circumstances.

### 3. HOW TO ASK A QUESTION AND RAISE A CONCERN

Anyone who raises a concern about a possible compliance breach in good faith will be supported by the Executive Council/Executive Management Team and will not be subject to retaliation. Any act or threat of retaliation will in itself be considered a serious violation of this code.

You may at some time come across a situation that appears to violate a FICS policy. Everyone has a duty to report any suspected violation promptly.

In general, you should first seek to address your concerns with your supervisor. If you believe this is not appropriate, you may also contact the Executive Management Team or the Executive Council.

You can provide information anonymously if you prefer. In all instances, every effort will be made to ensure that information relating to a reported violation is kept confidential and communicated on a need-to-know basis only.

The above procedures can also be followed if you have a question or are seeking clarification about any aspect of this Code and its supporting policies.

### 4. PATIENT SAFETY AND BENEFIT

FICS is committed to minimizing the risks and maximizing the benefits of treatments to our patients.

Safety and efficacy are core considerations throughout discovery, treatment and beyond.

Therefore, Event Conduct with special ethical issues in sports chiropractor will be laid out to maintain consistency in the treatment of athletes FICS has adopted with permission and modified to suit chiropractic a component of FIMS "Code of Ethics" as it relates to Event Conduct. <https://www.fims.org/files/8214/1933/5848/FIMSCoEOfEthics.pdf>

The chiropractor's duty to the athlete must be his/her first concern and contractual and other responsibilities are of secondary importance. A medical decision must be taken honestly and conscientiously.

A basic ethical principle in health care is that of respect for autonomy. An essential component of autonomy is knowledge. Failure to obtain informed consent is to undermine the athlete's autonomy. Similarly, failure to give them necessary information violates the right of the athlete to make autonomous choices. Truthfulness is important in health care ethics. The overriding ethical concern is to provide information to the best of one's ability that is necessary for the patient to decide and act autonomously.

The highest respect will always be maintained for human life and well-being. A mere motive of profit shall never be permitted to be an influence in conducting sports chiropractic practice or functions.

The chiropractor shall not allow consideration of religion, nationality, race, party politics or social standing to intervene between his/her duty and the athlete.

The basis of the relationship between the chiropractor and the athlete should be that of absolute confidence and mutual respect. The athlete can expect a chiropractor to exercise

professional skill at all times. Advice given and action taken should always be in the athlete's best interest.

The athlete's right to privacy must be protected.

The regulations regarding medical records in health care and chiropractic shall also be applied in the field of sports chiropractic. The sports chiropractor should maintain a complete and accurate record of the patient.

In view of the strong public and media interest in the health of athletes, the chiropractor should decide with the athlete what information can be released for public distribution. When serving as a team chiropractor, the sports chiropractor assumes the responsibility to athletes as well as team administrators and coaches. It is essential that each athlete is informed of that responsibility and authorizes disclosure of otherwise confidential medical information, but solely to the specific responsible persons and for the expressed purpose of determining the fitness of the athlete for participation.

The sports chiropractor will inform the athlete about the treatment and the possible consequences in an understandable way and proceed to request his or her permission for the treatment.

The team chiropractor will explain to the individual athlete that he or she is free to consult another chiropractor or provider.

During training and competition, the sports chiropractors should oppose training and practices and competition rules that may jeopardize the health of the athlete. In general, the chiropractor shall obtain knowledge of the specific and mental demands made of athletes when they participate in sport activities. Relevant aspects in this respect includes expertise, effectiveness and efficiency, and safety.

If the athletes concerned are children or growing individuals, the chiropractor must take into consideration the special risks that the sport in questions may represent to persons who have not yet reached physical or psychological maturity. When the sports participant is a growing individual, the sports chiropractor must ensure that the training and competition are appropriate for the state of growth and development. The chiropractor shall contribute to the spreading of information or the special conditions that pertain to young people training and competing. It is vital that this information also reaches the young athletes, parents, guardians, and trainers.

The sports chiropractor may be requested to determine whether the injured athletes are capable of continuing training or to participate in competition. The outcome of the competition or the coach's desires should not influence the decision. The decision should be made solely on the possible risks and consequences to the health of the athlete.

If the chiropractor considers that a certain sport entails major risks, he/she should try to eliminate the risk by discussing the nature of the injury with the athlete, coach and other health related professionals involved with the care of the athlete. Injury prevention should receive the highest priority.

Therapeutic exercise will be, when available be supported by best evidence, a detailed exercise prescription should be part of the therapeutic plan for an athlete recovering from injury or disease.

The sports chiropractor should work in collaboration with professionals of other disciplines. The sports chiropractor should cooperate with medical physicians, physical therapists, podiatrists, psychologists, sport scientists including biochemist, biomechanics, physiologists, and others. The concept of interdisciplinary teamwork is fundamental to the practice of sports chiropractor.

A sports chiropractor should refrain from publicly criticizing fellow professionals who are involved in the treatment of athletes.

A sports chiropractor should behave in relation to his/her colleagues and coworkers as he/she would like them to behave towards him/her.

When a sports chiropractor recognizes that the athlete's problems are beyond his/her level of expertise, it beholds him/her to advise the athlete of other persons with the necessary expertise and refer the athlete to such appropriate persons for assistance.

FICS has adopted and supports the IOC position statement on Doping in Sport. The sports chiropractor should oppose and in practice refrain from using methods to improve performance artificially such as those prohibited by the IOC. The chiropractors have forcefully opposed the use of methods that are not in accordance with medical ethics or scientifically proven experience. Thus, it is contrary to chiropractic ethics to condone doping in any form. Neither may the chiropractor in anyway mask pain in order to enable the athlete's return to practicing the sport if there is an unacceptable risk of aggravating the injury.

FICS feel strongly about safeguarding athletes from harassment and abuse in sport. When studying why harassment and abuse occur in a sporting context, researchers have identified a number of risk factors, which include the hierarchical status system in sport, a win-at-all-costs culture and a lack of preventative measures. Furthermore, according to experts, harassment and abuse occur in a sports culture where three factors align: 1. There is a perpetrator with high inclination or motivation to harass/abuse; 2. The sports culture has few or no athlete protection mechanisms in place (for example, no prevention policies or procedures). 3. Athlete vulnerability is high.

The IOC reports that studies have shown that, at present, sports organizations are often not sufficiently equipped to manage reports of harassment and abuse occurring within a sporting context, or disclosures from athletes regarding harassment and abuse occurring outside a sporting context. To comply with the IOC's request that sports organizations comply and adopt a "Safeguarding Athletes from Harassment and Abuse in Sport" toolkit, FICS mandates that all sport chiropractors participating in FICS sanctioned event sign and statement that they have read, understand and will comply with the NCMIC (National Chiropractic Mutual Insurance Company) Professional Boundaries statement. <https://www.ncmic.com/webres/File/10942-Professional-Boundaries.pdf>

## 5. RESEARCH ETHICS

In our search for new techniques, FICS is committed to innovative, high-quality science, conducted to high ethical standards in all areas of research worldwide.

Compliance with relevant laws and regulations governing research is a minimum baseline and underpins FICS's own standards.

These include ensuring that those taking part in research anywhere in the world are not exposed to unnecessary risks, that they understand the nature and purpose of the research, that proper procedures for gaining informed consent are followed and that appropriate confidentiality rules are applied.

All information from research must be recorded, handled and stored in a way that complies with applicable data protection laws, and enables accurate and transparent reporting, interpretation and verification.

All research proposals must be ethically and scientifically reviewed in line with current laws and regulations, and all relevant internal review and approval procedures must be followed.

## 6. INTERACTIONS WITH HEALTHCARE PROFESSIONALS, ATHLETES AND ORGANISATIONS

In all our interactions with healthcare professionals, athletes and organizations, we must observe high standards of integrity and honesty.

All our interactions with healthcare professionals, athletes and organizations must be intended to enhance patient care. This can include advancing research, enhancing treatment knowledge, or gathering necessary feedback about our treatments.

We must not enter into business relationships or offer or provide gifts, hospitality or anything else of value, to induce or reward favorable decisions about our products and services.

We must always provide information about our products to healthcare professionals, athletes and organizations in accordance with the relevant provisions of this Code and supporting policies.

## 7. PREVENTING BRIBERY AND CORRUPTION

FICS executives, volunteers, service providers and others who act on FICS's behalf, must not offer, pay or accept bribes.

We must not offer or give money or anything else of value either as an inducement to make, or as a reward for making, any decision favorable to the interests of FICS.

This includes providing such benefits to government officials (including those from national and local governments and those serving in public international organizations) and other healthcare professionals and organizations, patients, suppliers, charities and patient groups, whether companies or individuals.

FICS also does not permit agents, contractors, advisors or other third parties working on our behalf to engage in this type of conduct.

As well as not offering bribes, we must also not accept them. As a responsible organization, FICS requires full transparency from all individuals and entities with which we do business. If at any time during the course of our relationship, an individual or entity is found guilty of a crime or involved in tax avoidance, we expect immediate disclosure of such information. Failure to do so may result in termination of the relationship and legal action taken against the individual or entity. FICS takes these matters seriously and will cooperate fully with any investigation or legal proceedings related to such issues.

## 8. EMPLOYMENT PRINCIPLES

FICS is committed to promoting and maintaining a culture of respect and equal opportunity, in which individual success depends solely on personal ability and contribution.

FICS values highly the diversity of skills and abilities that a global workforce brings to our organization. We are committed to supporting diversity in our workforce and in our leadership and to developing all the talent within our organization.

All decisions about recruitment, hiring, compensation, development and promotion must be made solely on the basis of a person's ability, experience, behavior, work performance and demonstrated potential in relation to the needs of the job.

The harassment of any FICS employee or anyone with whom we do business, is unacceptable.

Any person who believes that they or others have been subject to unlawful discrimination or harassment should report the incident and circumstances in accordance with the FICS complaints policy.



## 9. SAFETY, HEALTH AND THE ENVIRONMENT

FICS is committed to carrying out our business in an environmentally responsible manner, and to promoting a safe and healthy workplace for all our people worldwide.

We manage our environmental impact and seek to continuously improve the sustainability of our activities by, among other things, economizing on our use of non-renewable energy and raw materials; minimizing the amount of waste we generate, and minimizing any adverse environmental effects associated with our products.

The organization also works to identify, mitigate and monitor existing and emerging risks to the environment associated with our business activities, as well as to the health and safety of our employees and others who visit or work on our premises, and to the communities in which we operate.

Everyone is expected to integrate safety, health and environmental considerations into their day-to-day work activities. Supervisors also have a duty to provide their teams with a safe and secure business environment, including building awareness of potential security risks and how they should be managed.

## 10. DATA PRIVACY

FICS values the personal data entrusted to us and we are committed to collecting, using, retaining and disclosing personal data in a fair, transparent and secure way.

FICS holds Personal Data about our members, volunteers, patients, partners and suppliers. When we collect, use, retain and disclose Personal Data we must ensure it is the minimum necessary for our business needs, such as to meet specific human resources, medical or legal purposes. We must consider the privacy risks before we collect, use, retain or disclose Personal Data, such as in a new system or part of a project.

In some cases, such as where local laws require or we are undertaking treatment at an event, we must obtain consent to collect, use, retain and disclose Personal Data.

We must endeavour to keep Personal Data accurate and up-to-date.

We must be open with individuals about how we use their Personal Data, with whom we share it and where it may be sent. We must also make it easy for individuals to access and correct their information.

We must protect the Personal Data we hold by ensuring we have effective safeguards in place so it does not fall into the wrong hands.

Once we no longer have a business need for the Personal Data, it must be destroyed in accordance with our legal obligations and company retention policies.

## 11. AVOIDING CONFLICTS OF INTEREST

We must not allow personal or family interests to influence our professional judgement.

We must never accept anything of value, if it would constitute either an inducement to make, or a reward for making, any decision favorable to the interests of a third party.

We must not accept any gift or hospitality that may compromise our independence or judgement regarding a third party, or that is otherwise likely to be seen as inappropriate. We must not accept a third party's offer of an invitation to a meal or social event unless the primary reason for the event is a legitimate business meeting.

Whilst we are free to make personal financial investments and to maintain social relationships with people, we meet through business activities, our business relationships must not create any interests that may conflict, or have the potential to conflict, with those of FICS.

### 12. PROTECTING COMPANY PROPERTY AND RESOURCES

FICS'S property and resources must be used only for the proper advancement of our organization and not for personal gain, nor for any fraudulent purpose.

Our duty to our stakeholders includes making the best use of the FICS's property, money and other resources.

As part of our strategic commitment to driving operational excellence, we must ensure that our property, resources and information systems are protected and kept secure at all times from unauthorised use, damage, disclosure, diversion or removal, whether through accident, improper act or breach of trust.

As part of this, everyone has responsibility for protecting FICS's computer systems, as well as preserving the integrity and confidentiality of organizational information.

### 13. COMMUNICATIONS, DISCLOSURES AND RECORDS

FICS is committed to communicating with integrity, to disclosing information in a timely and appropriate manner and to maintaining accurate company books and records.

All our communications, through whatever channel, must be fair, accurate, timely and appropriately authorised. All volunteers must be mindful of situations in which they may be perceived to be communicating on the FICS's behalf.

FICS's policy is to disclose information in a timely manner, as necessary, to comply with all relevant legal and regulatory requirements. All such disclosures must be accurate and not misleading, with no material omissions. This policy applies to all information, whether favorable or unfavorable to FICS.

We must maintain proper Company books and records to provide an accurate picture of FICS's business activities and financial position. We must not falsify or inappropriately alter organizational records, and we must only destroy records in accordance with relevant supporting policies.

### 14. PROCUREMENT ACTIVITIES

FICS is committed to engaging in fair and open procurement practices.

Regardless of nationality or size of transactions, FICS offers fair opportunities to all candidates. FICS evaluates candidates based on their overall strengths, including quality, technology, price, past performance, and reliability as well as the stability of their business management capabilities.

## 15. CORPORATE COMMUNICATION ACTIVITIES

FICS is committed to communicating facts in an accurate and timely fashion.

In order to become a “transparent organization” and win the trust of our members and stakeholders, FICS strives to communicate accurate and timely information to its members and stakeholders through active public relations and public dialogue, so as to enhance its corporate image and transparency. FICS listens to and respects its members and stakeholders’ criticisms and suggestions and incorporates these as appropriate into its business.

We endeavour to build positive relationships with stakeholders through open and fair communication.

## 16. PHILANTHROPY AND COMMUNITY RELATIONS

Becoming a corporate citizen trusted by our international partners and stakeholders.

Towards attaining an enriched society and sustainable development, FICS in cooperation with its international partners and stakeholders, strives to effectively use its resources and to engage in activities contributing to the sporting community and the profession as a whole. Such activities are aimed at enabling athletes to perform at their optimal levels, drug free, and to grow sports chiropractic globally and include initiatives with respect to the “nurturing of volunteers”, the “environment”, and “the profession”.

## 17. POLITICAL AND RELIGIOUS ACTIVITIES

Moderate participation. In the absence of any circumstances of concern (e.g., such as the possibility that the activity will hinder the conduct of business), FICS respects participation in politics by people working for FICS and does not, in any way, interfere with individuals’ religious activities. However, these are private activities, and in principle, they cannot be conducted on company premises or in company time.

We respect the rights of other people working for FICS to participate in political and religious activities in a moderate manner.