

 Singapore Aquatics	Document:	
	SAQ Code of Conduct Policy (2025)	
	Revision:	Page: 1 of 5
	Updated by: Leon Lim Date: September 2025	Approved by: Executive Committee Date:

1. Policy Statement

- 1.1 This SAQ Code of Conduct Policy sets forth the basic guidelines that Singapore Aquatics (SAQ) expects its Representatives to follow in performing their duties on behalf of the Association. It is essential that the highest standards of conduct and integrity be observed in all dealings with fellow employees, stakeholders, business partners, the sporting community and the general public.
- 1.2 An athlete-specific code of conduct is detailed in **Annex A**. This shall be read in conjunction to the terms of this Policy and shall not supersede any terms as outlined henceforth.

2. Terms and Definitions.

- 2.1. "Association" refers to the Singapore Aquatics or SAQ.
- 2.2. "Representative" refers to Executive Committee Members, staff, coaches, athletes, volunteers and all other individuals representing or acting on behalf of the Association.
- 2.3. "Policy" refers to this Code of Conduct Policy.

3. Purpose & Scope

- 3.1. The purpose of this policy is to bring to attention the high legal and ethical standards expected from all Representatives of the Association. This Policy, together with other SAQ policies and guidelines, sets out the general legal and ethical principles and standards of behaviour that SAQ expects from its Representatives. The broad areas covered in this Policy are:

1) Conduct

- i) Conflicts of interest
- ii) Whistle-blowing
- iii) External engagement
- iv) Anti-discrimination
- v) Bullying/sexual harassment
- vi) Unethical/illegal behaviour
- vii) Publicity/social media

2) Property

- i) Protection of assets
- ii) Confidential information
- iii) Personal Data Protection
- iv) Copyright

Document : SAQ Code of Conduct Policy (2025)	Revision:	Page : 2 of 10
--------------------------------------------------------	-----------	--------------------------

4. Conduct

4.1. Conflicts of Interest

- 4.1.1 As Representatives of the Association, individuals have an obligation to act in the best interest of the Association. Hence, individuals need to avoid situations where there may be real, potential or perceived conflicts of interest, which may arise where a Representative's personal or family interest conflicts with those of the Association.
- 4.1.2 All Representatives shall sign an annual declaration declaring any actual, potential or perceived vested interests
- 4.1.3 Please refer to "**SAQ Conflict of Interest Policy**" for detailed guidance.

4.2. Whistle-blowing

- 4.2.1 All Representatives are encouraged to report in good faith, any actual or suspected wrong-doings committed by any Representative of the Association.
- 4.2.2 Whistle-blowers who report serious misconduct in good faith will be protected from unfair treatment and adverse consequences such as termination of employment, harassment or discrimination.
- 4.2.3 Please refer to "**SAQ Whistle-blowing Policy**" for detailed guidance.

4.3. External Engagement

- 4.3.1 Staff shall not perform external work or engage in any external enterprise or undertake any office or activity unless prior approval has been obtained from the Human Resource Committee. Staff shall complete the "**SAQ External Engagement – Declaration and Approval form**" and obtain approval before commencement of external work.
- 4.3.2 Other Representatives shall not perform external work or engage in any external enterprise or undertake any office or activity that may interfere in any way with their job performance or that may create any conflict with the Association's interest, unless prior approval has been obtained from the Human Resources Committee.

4.4. Anti-discrimination

- 4.4.1 The Association and its Representatives shall not discriminate against any person on the basis of race, colour, religion, sex, nationality, age, sexual orientation, disability or any other characteristic protected by law. This prohibition on discrimination applies to practices in recruiting, employment, training, promotion, working conditions, compensation, benefits, discipline and all other aspects of employment and employee relations.

Document : SAQ Code of Conduct Policy (2025)	Revision:	Page : 3 of 10
--------------------------------------------------------	-----------	--------------------------

4.5. Bullying / Sexual Harassment

- 4.5.1 SAQ defines bullying as “repeated inappropriate behaviour, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.”
- 4.5.2 SAQ defines sexual harassment as “bullying with a sexual nature, including unwelcome sexual advances, requests for sexual favours, and other verbal or physical sexual conduct that explicitly or implicitly affects an individual's employment.”
- 4.5.3 Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meting out discipline. It is the effect of the behaviour upon the individual that is of paramount importance. Bullying may take many forms, including but not limited to:
- a) Physical
 - b) Verbal
 - c) Gesticulation
 - d) Exclusion
- 4.5.4 The Association adopts a “zero-tolerance” attitude towards bullying and any Representative found to be in breach of this policy shall be recommended to the Executive Committee for disciplinary action.

4.6. Unethical/illegal behaviour

- 4.6.1 All Representatives shall conduct themselves honestly and in good faith. The Association will not tolerate unethical/illegal behaviour that is undertaken by its Representatives. Examples of unethical/illegal behaviour include, but is not limited to:
- a) Fraud
 - b) Theft
 - c) Misuse of information
 - d) Bribery
 - e) Unfair trade dealings
 - f) Violence or threatened violence
 - g) Damage against property
 - h) Drug sale or use
 - i) Illegal money-lending / money-borrowing
- 4.6.2 It is the policy of the Association to comply with all applicable laws and regulations and to conduct its business in an ethical manner. Representatives are encouraged to exercise strict professionalism and strength of character, particularly in situations where a Representative has been instructed by superiors to carry out any of his/her duties that is in contravention with any laws and regulations or the Association's

Document : SAQ Code of Conduct Policy (2025)	Revision:	Page : 4 of 10
--------------------------------------------------------	-----------	--------------------------

policies.

4.6.3 Representatives are expected to perform their work with honesty, truthfulness and integrity and to comply with the general principles set forth in the Code and in any areas not specifically addressed by the Code. Work includes but are not limited to reports and records kept and recorded by the representatives.

4.6.4 Should any provisions of this Policy conflict with applicable laws, the applicable laws shall prevail.

4.7. Publicity/Social Media

4.7.1 Publicity and social media offers instant, real-time avenues for SAQ to communicate and build communities of shared interests with its stakeholders, however, all Representatives must be aware of the impact this can have on the Associations publicity and reputation.

4.7.2 SAQ aims to educate its Representatives on their use of electronic communications and social media so as to protect the Association and its Representatives from any activities that may cause detriment to the Association's well-being.

4.7.3 Please refer to "**SAQ Publicity/Social Media Policy**" for detailed guidance.

5. Property

5.1. Protection of Assets

5.1.1 All Representatives shall protect the Association's assets and ensure their efficient use. Theft, loss, misuse, carelessness, and waste of assets have a direct impact on the financial health of the Association. All of the Association's assets shall be used for legitimate business purposes. The personal use of the Association's assets without permission is prohibited.

5.1.2 The Association reserves the right at any time to monitor and inspect, with or without notice and subject to applicable laws, all electronic communication, files and data transmitted on our communication networks and personal computers, or any other asset or property owned by SAQ or used in its premises for the Association's business. SAQ's assets include computers, communication networks, internet facilities, electronic mail systems, copiers, telephones, furniture and supplies.

5.2 Confidential Information

5.2.1 All Representatives of the Association must maintain the confidentiality of confidential information entrusted to them by the Association or its suppliers or customers, except when disclosure is authorised by senior management or required by laws, regulations or legal proceedings.

5.2.2 Confidential information includes all non-public information such as internal communications (e.g emails), contracts, pricing information, business and marketing strategies, financial information and personnel data.

5.2.3 Please refer to **“SAQ Confidentiality Policy”** for detailed guidance.

5.3 Personal Data Protection

5.3.1 All information collected for the conduct of the Association’s business are in compliance with the Personal Data Protection Act (PDPA). The Association implemented the Personal Data Protection Policy to ensure measures are in place to protect the personal information of all employees.

5.3.2 Please refer to **“SAQ Personal Data Protection Policy”** for detailed guidance.

5.4 Copyright

5.4.1 All works provided by the Representatives of the Association, whether during regular office hours or otherwise including all designs, slogans and plans shall be the property of the Association, and if so requested, Representatives shall do all things necessary to confirm title of such property of the Association.

6. Violations

6.1 Adherence to this Code of Conduct Policy is a condition of employment or appointment as Representative of the Association. Any Representative who ignores or violates this Policy, and any supervisor or superior who penalises a subordinate for attempting in good faith to comply with this Policy, including for reporting suspected violations, will be subject to disciplinary action by the Association as is appropriate under the circumstances, up to and including immediate termination from employment or removal from the Executive Committee, or expulsion from being a Representative of the Association.

- END -

ATHLETE'S CODE OF CONDUCT

1 Definitions and Interpretation

1.1 In this Agreement, unless the context otherwise requires, the following terms shall have the meanings ascribed to them below:

“Athlete life development” means the Athlete’s education, career and personal development.

“Coach” means pathway development coach, youth team coach and any other coach who is engaged/appointed by the NSA in to train and develop the Athlete.

“High Performance Sport development plan” for athletes means a comprehensive strategy and operational plan designed to optimize the athletic performance and development of individual athletes or teams, to maximise their potential in pursuit of elite athletic achievement. It typically comprises the yearly planning instrument for the athlete (i.e. training and competition plans), athlete life planning, and sport science support etc..

“High Performance Sport personnel” refers to coaches, trainers and other professionals appointed by the NSA who provide support to the athletes to perform at the elite level.

“Safe Sport Unified Code” shall mean the code that defines the forms of abuse and harassment which may take place in the sporting environment, as set out at www.safesport.sg/safe-sport-programme/unified-code and as may be amended from time to time;

“Safe Sport Programme” is a framework for applying, implementing and enforcing the Safe Sport Unified Code.

“National Sports Association” or **“NSA”** refers to the sports association recognised by Sport Singapore and the International Federation as the local governing body for the sport.

“Prohibited Substances and Methods” means whether particular substances or methods are banned in particular sports, as the listed by the World Anti-Doping Agency (WADA) on WADA’s website at: <https://www.wada-ama.org/en/prohibited-list>. The list is updated by WADA annually and is the International Standard defining what is prohibited In-Competition and Out-of-Competition. WADA reviews and updates the List annually. The updated Prohibited List comes into effect on 1 January every year.

“World Anti-Doping Code” refers to the core document that harmonizes

SINGAPORE AQUATICS

7 Stadium Drive #01-50, OCBC Aquatic Centre Singapore 397632

Tel: +65 6258 1011 | Fax: +65 6258 4793 | Email: contact@sqaquatics.org.sg | Website: www.sqaquatics.org.sg

anti-doping policies, rules and regulations within sport organizations and among public authorities around the world. It works in conjunction with the International Standards that aim to foster consistency among anti-doping organizations in various areas.

“Testing Pools” means the groups of athletes who are subject to doping control testing.

“Therapeutic Use Exemption” or “TUE” allows an Athlete with a medical condition to use a *Prohibited Substance* or *Prohibited Method*, but only if the conditions set out in Article 4.4 of the World Anti-Doping Code and the *International Standard for Therapeutic Use Exemptions* are met. The authorisation for an athlete to take a medication that is used for genuine and legal therapeutic purposes, comes with prior approval granted by an independent TUE Committee as assigned by the ADS.

2 Athlete’s high performance and athlete life development

2.1 The Athlete will:

- (a) Collaborate and take active ownership with the coach, NSA and/or SportSG for both his High Performance Sport development and athlete life development.
- (b) For High Performance Sport development, ensure that his coach collaborates with the NSA’s high performance personnel and SportSG to fulfill his High Performance plan.
- (c) Comply with his High Performance Sport development plan to the best of his abilities.
- (d) Provide regular updates on his performance progress and personal development to the NSA. This includes the submission of achievements and receipts where necessary.
- (e) Promptly inform the NSA regarding any changes to personal and medical particulars, as well as training, competition and personal development plans.
- (f) Represent the Republic of Singapore in all NSA designated training camps, competitions and events. If the Athlete is unable to attend, he must inform the NSA within 3 days of being notified of such camp, competition or event, citing reasons and documentary proof (exams, overseas, etc).
- (g) Refrain from participating in any competition that is not permitted under the policies of the NSA.

3 Medical & Physical Fitness, Information and Research

3.1 The Athlete agrees and consents to:

- (a) Maintain the highest possible level of health and physical well-being. The Athlete should:
 - (i) Immediately notify the Coach and NSA as soon as he is injured or ill, if his training will be interrupted for three (3) or more consecutive days.

SINGAPORE AQUATICS

7 Stadium Drive #01-50, OCBC Aquatic Centre Singapore 397632

Tel: +65 6258 1011 | Fax: +65 6258 4793 | Email: contact@sqaquatics.org.sg | Website: www.sqaquatics.org.sg

- (ii) Keep NSA updated on changes to his health and physical condition for the duration of this Agreement.

4 Compliance with the World Anti-Doping Code

4.1 The Athlete agrees to:

- (a) Recognise Anti-Doping Singapore (ADS) as the national anti-doping organisation of Singapore possessing the primary authority to adopt and implement anti-doping rules, direct the collection of samples, manage test results, and conduct disciplinary hearings, at the national level.
- (b) Be familiar with the rights and responsibilities of an athlete, in the context of anti-doping in sport as stipulated in Anti-Doping Policy of Singapore and the ADS Anti-Doping Rules adopted and implemented in pursuant to the Code.
- (c) Submit to unannounced doping controls tests when required by ADS, the NSA, SportSG, the International Federation, the International Olympic Committee or any other anti-doping organisation.
- (d) Provide prompt and accurate whereabouts information when included into the Testing Pools of ADS or their International Federation, or whenever required by any other anti-doping organisation.
- (e) Submit timely Therapeutic Use Exemption applications to ADS or the International Federation, where relevant, as soon as a medical condition requiring the use of a Prohibited Substance or Prohibited Method for treatment is diagnosed.
- (f) Take responsibility to ensure he receives anti-doping education by completing appropriate resources provided by ADS and/or other Anti-Doping Organizations. (eg. World Anti-Doping Agency (WADA)'s Anti-Doping Education & Learning (ADEL) platform.

4.2 The submission of personal and medical information and data to ADS in accordance with the ADS Anti-Doping Rules shall be deemed to have been made with the agreement by the Athlete that such information and data may be utilised by ADS, such organisation or person for the purposes of the implementation of the ADS Anti-Doping Rules.

4.3 The provisions of this section are in addition to and are in no way intended to limit the scope of the obligations set out in the Anti-Doping Policy of Singapore, the ADS Anti-Doping Rules or to define the ambit of the ADS Anti-Doping Rules.

5 Apparel & Equipment

5.1 The Athlete agrees to:

- (a) Wear and use designated team clothing and equipment whilst competing or carrying out any sports-related activities required by the NSA.

Document: SAQ Code of Conduct Policy (2025)	Revision:	Page: 9 of 10
-------------------------------------------------------	-----------	-------------------------

- (b) Neither use nor permit the use of such designated team clothing and equipment for any commercial purpose without prior written consent of the NSA and SportSG.
- (c) Not wear a political emblem when the Athlete may be identified as a national athlete of Singapore, or when the Athlete is participating in any sporting competition.

6 National Representative, Sports Ambassador & Role Model

6.1 The Athlete recognises that his/her behaviour will reflect on the country, NSA and SportSG. The Athlete is expected to:

- (a) Display responsible and exemplary behaviour, at all times, on or off field.
- (b) Maintain good conduct and sportsmanship in training, competition or on duty as a sports ambassador in a manner that does not bring SportSG, the NSA or Singapore into disrepute and tarnish the image of the Sport.
- (c) Compete fairly and abide by rule and the spirit of his sport, and accept victory and defeat with dignity and grace.
- (d) Behave and dress in a respectable, professional and sporting manner when representing Singapore both in and out of competition.
- (e) Be responsible for maintaining an environment which is fair, supportive, equitable and free from harassment and abuse.
- (f) Not engage in any the sexual, physical and/or psychological misconduct under Article 4 of the Safe Sport Unified Code.
- (g) Not engage in activities that may violate the laws of Singapore or that of any other country where training or competition is held.
- (h) Obtain prior consent and approval of the NSA and SportSG before engaging directly/indirectly in any occupation, business or trade including product endorsements and sponsorship agreements.
- (i) Not make any public statement which is derogatory of SportSG, the NSA or any of the bodies working to promote sport in Singapore, nor make any critical statement or disparaging remarks in respect of another sporting competitor on a personal basis. Fair comment about a fellow competitor made honestly and without the use of offensive language and related to the sporting event/competition or the sport where the substance of the comment is known (or can be shown) to be true will not constitute a critical statement or disparaging remark for the purposes of this Agreement.

Document: SAQ Code of Conduct Policy (2025)	Revision:	Page: 10 of 10
-------------------------------------------------------	-----------	--------------------------

7 Compliance with the Safe Sport Unified Code

- 7.1 In playing his part to maintain an environment that is free from abuse and harassment, the Athlete agrees:
- (a) To be responsible for knowing the behaviours which constitute misconduct under the Safe Sport Unified Code, the Athlete's Code of Conduct and relevant Safe Sport policy (e.g. NSA, Singapore National Olympic Council, Singapore National Paralympic Council).
 - (b) To comply with his obligations and avoid any behaviours which would constitute misconduct under the codes and policies at Clause 7.1(a) above.
 - (c) To complete the Safe Sport training and education required from time-to-time by SportSG, the Singapore National Olympic Council and/or the Singapore National Paralympic Council.
 - (d) To submit to the processes for the resolution of any alleged breach of the Safe Sport Unified Code, which have been delegated by SportSG, NSA and/or the Singapore National Olympic Council to the designated investigative or disciplinary bodies under the Safe Sport Programme.
 - (e) That SportSG shall have the discretion to recognise decisions, measures and/or sanctions imposed through the processes set out in the Safe Sport Programme in determining the appropriate action to be taken in the event the Athlete breaches the Safe Sport Unified Code.