



Our Code of Conduct

When it comes to our actions and conduct, our business activities, financial matters and our files and documents, we have clear expectations of Swiss Olympic and Stiftung Schweizer Sporthilfe.

To facilitate legibility, we have used only the masculine form. The feminine form is always also intended. Even where not mentioned explicitly, the Code of Conduct applies similarly to Stiftung Schweizer Sporthilfe.

The Swiss Olympic Code of Conduct:

Why we have it and how we live it.

As the umbrella organization of Swiss sport and as the National Olympic Committee, it is our responsibility to shape and further develop organized sport in Switzerland. This is a privilege which imposes clear and high standards on the work we do. Accordingly, our concern is to create transparency in all our business activities and to take precautions so that we can act decisively in dealing with challenges such as abuse or fraud. In many cases, corrupt acts are not deliberately committed, instead people tend to slide into them "just like that". It is important to have an instrument at hand that aids the recognition of questionable situations and has suggestions at the ready on how to deal with such situations.

Our Code of Conduct is based on the Olympic values of "Excellence – Friendship – Respect" as well as the ethics charter in sport, and contains the principles for our actions that we expect from all our staff and committee members, and that apply to Swiss Olympic as a whole. It contains practical tips and is designed as a hands-on aid in daily working life to support us in creating transparency and avoiding misuse and corruption.

The Code of Conduct is our collective commitment toward healthy, respectful, fair and successful sport.



Jörg Schild
President of Swiss Olympic



Roger Schnegg
Director of Swiss Olympic



Max Peter
President, Stiftung Schweizer Sporthilfe



Doris Rechsteiner
Managing Director, Stiftung Schweizer Sporthilfe

This Code of Conduct applies to:

- ▶ Employees of Swiss Olympic and Stiftung Schweizer Sporthilfe
- ▶ Members of the Swiss Olympic Executive Council
- ▶ Members of the Foundation Board of Stiftung Schweizer Sporthilfe
- ▶ Members of the Swiss Olympic Academy
- ▶ Members of the disciplinary body for doping cases

The Code of Conduct applies to activities and functions exercised on behalf of Swiss Olympic and Stiftung Schweizer Sporthilfe.

The Code of Conduct expressly covers Swiss Olympic's business relationships, but does not apply to professional relationships of honorary committee members, provided that relationships do not affect Swiss Olympic's interests and do not affect the exercising of the mandate for Swiss Olympic in any way.

As a part of the introduction to their roles, employees and members of a Swiss Olympic committee will be familiarized with the Code of Conduct. By signing the Code of Conduct, they confirm that they acknowledge and follow the Code of Conduct.

Regular staff training ensures long-term anchoring of the Code of Conduct.

Tips for dealing with the Code of Conduct

The following basic rules help us to correctly apply the Code of Conduct:

1. We do not do anything that in our view is illegal, immoral or insincere, or gives us this impression.

The following questions may be of help to us:

- Am I acting fairly and honestly?
- Is my intended action in line with the current Swiss Olympic laws and rules?
- Is my counterpart acting in line with our code of behavior?

2. We ask ourselves whether the action serves a legitimate purpose of Swiss Olympic, and would stand up to public scrutiny.

The following questions may be of help to us:

- Would my line manager/chairperson agree if he were to hear of it?
- Would I act in the same way if a fellow colleague or my line manager were to witness it?
- Would I agree to reports on my action being published in a newspaper?

3. We do not hesitate to ask for advice if we are unsure of what the appropriate decision is. We can turn to our line manager/chairperson at any time.

Codex 1

Fundamentals and guidelines for our actions

- ▶ We adhere to the general legal principles of Swiss law and the rules of Swiss Olympic.
- ▶ We follow the principles of the ethics charter in sport and carry the Olympic values into society.
- ▶ We act professionally, honestly, openly and with integrity. In doing so, we are aware of the particular role model effect we have as sports ambassadors.
- ▶ We support and promote sustainable sport development by taking a balanced account of social, ecological and economic interests.

Codex 2

Invitations

- ▶ We accept and issue invitations only when
 - they are connected with duties involved in representing Swiss Olympic
 - they do not exceed the customary and reasonable bounds
 - no conflicts of interest arise from them.
- ▶ We openly disclose any invitations we receive in connection with our activity/function at Swiss Olympic, and declare them to our line manager/chairperson.

The following questions may be helpful in deciding what is considered to be customary and reasonable:

- ▶ What relationship does the invitation have to my activity at Swiss Olympic?
- ▶ What relationship does the person inviting me have to me and to Swiss Olympic?
- ▶ Is the invitation primarily due to my function at Swiss Olympic?
- ▶ Does the estimated value of the entire invitation seem appropriate to me?

Codex 3

Gifts and payments

- ▶ We accept and offer gifts only when
 - the rules of the local cultural situation so require
 - they do not exceed the customary and minor value
 - they are not regularly rendered
 - no conflicts of interest arise from them.

- ▶ We openly disclose gifts received from third parties in connection with our activity/function at Swiss Olympic and declare them to our line manager/chairperson.

- ▶ We do not accept or hand over any cash sums, regardless of amount or form.

- ▶ Honorary payments received from external parties for services in connection with our activity/function at Swiss Olympic are handed over to Swiss Olympic.

Gifts, whose value exceeds the customary and minor value and which can no longer be rejected, come into the possession of Swiss Olympic and ideally are passed on to a charitable organization. If possible, we inform the donor accordingly.

The line between a harmless gift and bribery is thin. The following characteristics may assist in differentiation:

Gifts

- ▶ are often presented as a gesture of politeness or friendship.
- ▶ are normally presented directly.
- ▶ are regarded as an unconditional donation and have no long-term influence on the recipient.
- ▶ cash sums are by definition not gifts.

Bribery

- ▶ occurs as a rule in secret, as it is illegal and morally unacceptable.
- ▶ often occurs indirectly via third parties.
- ▶ exerts influence in an undue manner on the recipient and obliges him to alter his behavior.

Bear in mind that gifts, including those of small value, present an undue advantage when regularly presented.

Honorary payments

- ▶ An appearance as a speaker is basically always linked to the person's position at Swiss Olympic, even when the speaker has been personally contacted or invited. Exceptions must be granted by the management.
- ▶ Speeches are regarded as working time. Speakers may claim for the working time and expenses involved.

Codex 4

Integrity

- ▶ We do not exploit our position/function for any private purposes or personal advantage.
- ▶ We do not accept bribes and decline any undue benefits that are offered, promised or granted to us with the aim of a breach of duty or dishonorable conduct, for personal benefit or the benefit of third parties.
- ▶ We do not bribe, nor do we incite others to bribe, and do not grant any undue advantages to officials, companies, or other persons.
- ▶ We neither accept nor offer commission payments to facilitate business of any kind in connection with the exercising of our functions or our influence.
- ▶ We do not offer any bribes to officials, companies or other persons, and we do not accept any bribes.

What does bribery mean?

Bribery is understood as offering, promising or granting, as well as accepting, demanding or accepting a promise of undue advantages. Undue advantages are material or immaterial donations that are granted in order to influence a staff member's or functionary's decision-making. These may be in the form of money payments, gifts, excessive invitations or refunds. The matter is always a case of personal donation or advantage. Striving for and negotiating better business conditions for the employer does not fall under the category of bribery.

What does a bribe mean?

A bribe is considered to be the payment of normally a small amount in order to accelerate the execution of a routine action that the person paying has an entitlement to.

What do granting and accepting advantages mean?

Granting and accepting advantages means unauthorized advantages that are not connected to a specific event but are granted or accepted with a view toward future activities. The granting and accepting of advantages have no direct connection with services offered and returned. It is more a matter of so-called "sweetening" or "grooming".

Codex 5

Conflicts of interest

- ▶ We avoid conflicts of interest, and should they occur, we declare them openly and abstain from them.

Committee members bound by the principles of professional confidentiality may not accept any mandates that directly conflict with Swiss Olympic's interests. Mandates deemed not to be in Swiss Olympic's interests are those where an opposing party is being legally represented or advised, or the representative's action is directed against Swiss Olympic or its employees.

- ▶ We do not participate in any decision that could place our personal or financial interests in conflict with those of Swiss Olympic.
- ▶ We disclose vested interests, stakes, business relationships and secondary employment in line with Swiss Olympic's regulatory provisions.
- ▶ We exclude supervisory functions and decisions that serve our own interests.

Conflicts of interest occur when employees or members have personal or private interests that impinge upon honorable, independent and target-oriented fulfillment of their duties.

Types and examples of conflicts of interest:

Personal conflicts of interest

Personal or private interests cover any advantage for oneself, one's family, relatives, friends or acquaintances.

Financial conflicts of interest

These typically occur as a result of business activities with friends or relatives, thus from all types of transactions in which employees or their family members pursue a personal financial interest.

Abuse of a position in a company and of company property and money

Conflicts arise in this area when employees or their family members receive inadmissible personal advantages on account of their position in a company.

Codex 6

Sports betting

- ▶ We do not take part, in Switzerland or abroad, either directly or indirectly, in betting or games of chance deemed illegal under Swiss law, which are connected to sporting events.

All commercial betting not offered by the Loterie Romande or Swisslos is deemed illegal in Switzerland. This also applies to betting via the internet.

Swiss sport is financed to a large degree by contributions from Loterie Romande and Swisslos. Internet betting offered by foreign providers (e.g. bwin) is illegal under Swiss law. The companies involved do not provide any contributions toward charitable causes, in particular the development of sport.

Codex 7

Dealings with partners

(Member federations, Swiss Olympic partner schools, medical centers, customers, suppliers, sponsors, advisors, agents, representatives, media, etc.)

- ▶ **We take the Code of Conduct as the basis for cooperation and business relations with both legal entities and natural persons and partners. We guarantee this basic position by inserting the following integrity clause in contractual agreements:**

"The contractual partner undertakes, within the framework of this contractual relationship (i.e. with regard to the services and benefits defined in this agreement), to respect the Swiss Olympic Code of Conduct and to take all necessary measures to avoid any conduct frowned upon by the Code. The Code of Conduct is deemed to form an integral part of the contract; negligent or willful breach thereof may lead to early termination of the contract on serious grounds."

- ▶ **We only work together with partners who are compatible with Swiss Olympic's values and interests, and who confirm that, in their business activity with Swiss Olympic and in the entire service provision process, they adhere to the corresponding applicable legal provisions.**
- ▶ **We always make remuneration payments directly to the beneficiary. We do not make any transfers to accounts or countries that are classified as sensitive by the financial institution making the transfer.**
- ▶ **We do not come to any arrangements with competitors regarding economically sensitive issues such as offers, prices, terms and conditions of business, sponsors, etc.**

Codex 8

Awarding of contracts

- ▶ We award contracts in accordance with the tendering processes laid out in the regulations, permitted financial amounts und subject to the corresponding compliance with the corresponding signature regulations and dual control principle.
- ▶ We ensure adherence to the principles of Swiss Olympic for sustainable procurement.
- ▶ We describe, with sufficient clarity and in sufficient detail, the standards required of the service to be procured.

Codex 9

Origin and use of financial resources

- ▶ We utilize financial means exclusively for the aims stipulated in the statutes.
- ▶ We effect transactions in accordance with the signature regulations laid out in the regulations and the corresponding dual control principle.
- ▶ We verify all transactions in accordance with correct, comprehensive and lawful bookkeeping.
- ▶ Accepting money of illegal origin or its concealment is prohibited.

Codex 10

Financial contributions and sponsorship

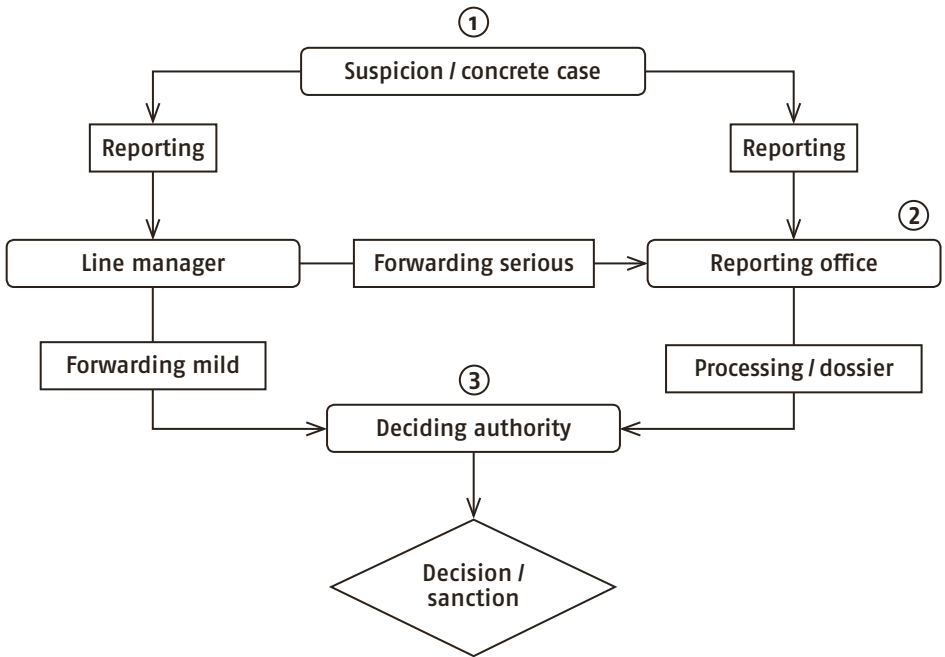
- ▶ We ensure that sponsorship payments and financial contributions for charitable purposes are not used as a pretext for corruption.
- ▶ We disclose all sponsorship payments and financial contributions for charitable purposes, as well as all political donations made.
- ▶ We may express our opinion on local and national political topics which affect our activities. We may give limited funds and resources to political action committees, parties or candidates if this is compatible with the statutes of Swiss Olympic.
- ▶ Political donations require the approval of the Executive Council.

Codex 11

Data protection

- ▶ We do not use confidential information for personal advantage or for any other unauthorized purposes.
- ▶ Confidential information is not passed on to third parties, not even after termination of the employment or working relationship/period of office.
- ▶ We return all company documentation that contains confidential information to Swiss Olympic upon termination of the working relationship or period of office.
- ▶ We protect the personal rights and data of staff and committee members, as well as all personal data of other persons entrusted in us.

Reporting procedure



① Reporting

If there is any suspicion that this Code of Conduct has been breached, the matter will be initially reported to the line manager. Those who wish to report a matter anonymously to Swiss Olympic or Stiftung Schweizer Sporthilfe may contact Markwalder Emmenegger, Attorneys-at-Law,

who as an external and independent legal advisory center ensure that all reports are treated confidentially. A report may be offered in writing, verbally or in person. In all cases, the person is required to supply his or her identity.

Contact person: Dr. Urs Reinhard,
Attorney-at-Law:

Markwalder Emmenegger
Dr. Urs Reinhard, Attorney-at-Law
Worbstrasse 52
Postfach 160
CH-3074 Muri
Tel.: +41 (0)31 380 85 85
Fax: +41 (0)31 380 85 86
urs.reinhard@mepartners.ch

Should the matter be reported to the line manager, he will judge the degree of severity. In minor cases, the matter is passed directly to the deciding authority. In serious cases, the matter is sent to the independent reporting office. If the report is passed directly to the reporting office, the Director/Managing Director or President (if the matter concerns operative management) is informed of the receipt of a report. The reporting office grants anonymity to the reporting person, if desired.

② Acceptance and Processing

The independent reporting and legal advisory office is entrusted by Swiss Olympic with the duty and competence to accept reports, to examine its responsibility with regard to the Code of Conduct and, if it is responsible, to investigate the matter. In particular, it can question the person who has submitted the report and, if it sees fit, the person under suspicion, demand documentation, and take all further decisions it deems necessary. After processing the matter, the legal practice will forward a complete dossier directly to the President of Swiss Olympic or Stiftung Schweizer

Sporthilfe. The dossier provides an assessment on the legal situation, and can call on other points of view. It contains non-binding recommendations with regard to possible sanction measures in accordance with employment or association law. Concrete sanctions are, however, the exclusive matter of the deciding body.

③ Deciding body

In cases involving Swiss Olympic staff and those at Stiftung Schweizer Sporthilfe, the respective employer officiates as the decision-making body. In cases of other persons bound by this Code of Conduct, it is Swiss Olympic's Executive Board that officiates. Should a case concern a member of the decision-making body itself, this person automatically withdraws from any further involvement in the proceedings.

Swiss Olympic and Stiftung Schweizer Sporthilfe protect all informers from any form of discrimination, provided that the informer believes in good faith that his or her suspicion is well founded.

Sanctions for breach of the Code of Conduct

Any breach of the Code of Conduct or other principles of Swiss Olympic or Stiftung Schweizer Sporthilfe, as well as any deliberate false reporting of infringements will be sanctioned by Swiss Olympic or Stiftung Schweizer Sporthilfe in line with the current laws, in particular employment law. Sanctioning ranges from disciplinary measures through to termination of contract. In addition, civil and/or criminal sanctions may follow. The Executive Council/Foundation Board decides at its own discretion.

Disciplinary measures

Disciplinary measures for employees of Swiss Olympic or Stiftung Schweizer Sporthilfe (listed in the conditions of employment):

- Verbal reprimand
- Written warning
- Salary retention (Art. 323a Code of Obligations)
- Damages
- Being placed on leave
- Ordinary or summary dismissal
- Civil action
- Criminal charges

Disciplinary measures for other persons subject to the Code of Conduct are:

- Verbal reprimand
- Written warning
- Removal from office
- Expulsion from the association
- Civil action
- Criminal charges

Right of appeal

In employment matters, the appeal tribunal responsible is the joint arbitration authority of Bern-Mittelland. In matters of association law, according to Swiss Olympic statute article 10, the responsible arbitration body is the Tribunal Arbitral du Sport in Lausanne. In matters of foundation law, the responsible supervisory body is the Eidgenössische Stiftungsaufsicht (the Federal Supervisory Board for Foundations).

Legal Notice

The Code of Conduct was approved by the Swiss Olympic Executive Council on March 20, 2012 and came into force on March 26, 2012.

Publisher: Swiss Olympic and Stiftung Schweizer Sporthilfe
Cover illustration: Keystone

Original version: March 2012
Revised version: December 2015

Swiss Olympic Association
Haus des Sports
Talgut-Zentrum 27
3063 Ittigen b. Bern

Tel.: +41 (0)31 359 71 11
Fax: +41 (0)31 359 71 71
info@swissolympic.ch
www.swissolympic.ch

Stiftung Schweizer Sporthilfe
Haus des Sports
Talgut-Zentrum 27
3063 Ittigen b. Bern

Tel.: +41 (0)31 359 72 22
info@sporthilfe.ch
www.sporthilfe.ch