



Ethics Panel Charter  
International Jump Rope Union (IJRU)

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# ETHICS PANEL CHARTER

## Introduction

1. This Charter has been approved by the IJRU Board of Directors (Board) and outlines the roles, responsibilities, composition, membership, operations and authorities of the Ethics Panel. The conduct of the Ethics Panel is also governed, where applicable, by the Constitution of the (International Jump Rope Union, (hereinafter, the “Constitution”) Nothing in this Charter limits any powers or responsibilities of the IJRU Board of Directors.

## Terms of Reference

2. Constitution – Refers to the “Constitution of the International Jump Rope Union” – the written set of principles or established precedents of the International Jump Rope Union, (IJRU), which came into operation July 10, 2019 at the General Congress held in Oslo fjord, Norway.
3. The Ethics Panel – (hereinafter - the “Panel”) – means Individuals with legal experience and who have been elected by the IJRU General Congress and who are charged by the IJRU Board of Directors to investigate, hear and determine any alleged violation(s) of the IJRU Code of Ethics, the IJRU Code of Conduct or any matter deemed appropriate by the IJRU Board of Directors and to impose sanctions, as needed.
4. Ethics Panel Reserve Pool, (hereinafter – “EPRP”) – means Individuals whom are confirmed by the Executive and who have met the qualifications of the Ethics Panel, but are not currently sitting on the Panel, and who may be used by the Panel as needed in the processes herein.
5. IJRU Ethics Panel Chair (hereinafter – the “Chair”) - means one member from the IJRU Ethics Panel appointed by the President to oversee the activities of the Panel.
6. Additional Panel Members –Up to three additional members whom are confirmed by the Executive may be appointed by the Chair as required on a case by case basis, and who may be used by the Panel as needed in the processes herein. These appointments may come from the EPRP, or professional specialties outside of IJRU membership as deemed required by the Panel.
7. Complaint(s) – Any written statement that something is unsatisfactory or unacceptable, an allegation, or determination, brought to the attention of the IJRU Board of Directors or the Panel, of a perceived infringement of the Code of Ethics, Code of Conduct or Constitution.
8. All other terms used in the Ethics Panel Charter but not defined in this section shall have the same meaning as set out in the IJRU Constitution and other Governing Documents of IJRU.

## Appointment and Composition

9. The Panel composition is stipulated in the IJRU Constitution.
  - 9.1. Size
    - 9.1.1. The Panel is comprised of up to six members elected by the General Congress for a term of four (4) years on a proposal of the IJRU Board.
    - 9.1.2. When the situation or workload warrants, Additional Panel Members may be added as required on a case by case basis, to investigate, hear and Determine any matter. (See Ethics Panel Charter 2.3 and 2.4 for further direction).

9.1.3. Each member of the Panel should have the skills and experience Necessary to carry out the duties and obligations as determined under this charter.

9.1.4. The minimum qualification of the proposed member includes:

9.1.4.1. The Individual must originate from IJRU member country in good standing,

9.1.4.2. Have legal/law background,

9.1.4.3. Be at least 21 years of age at the time of the appointment,

9.1.4.4. Read, write, and comprehend English.

9.1.4.5. Will commit to attending meetings, and

9.1.4.6. Will agree to the provisions of and sign a Non-Disclosure Agreement, NDA.

## 9.2. Chair

9.2.1. The IJRU President shall appoint the IJRU Ethics Panel Chair from amongst its elected members that were recommended by the Board. The Chair will be responsible for coordinating activities and reporting back to the Board. The Chair will develop a report outlining (at a minimum) the following administrative duties that will be addressed at least every 180 days. The Checklist for Ethics Panel Administrative Report shall include;

9.2.1.1. Charter compliance, strategic alignment, and proposed updates to charter,

9.2.1.2. Minutes, member attendance, and quorum for each meeting,

9.2.1.3. Budget maintained and updated,

9.2.1.4. Identified measures that demonstrate the panel's success,

9.2.1.5. Objectives/ goals and key results updated and reported.

9.2.1.6. Development of required resources (non-financial terms).

9.2.1.7. Membership considerations; expiry of members, membership terms, rotations, elections (if necessary), replacements in accordance with the Constitution,

9.2.1.8. To ensure that in all workings, the Panel will maintain alignment to the Constitution; noting any variation required to either Charter, Policy and Procedure(s) or Constitution.

9.2.1.9. To maintain considerations for control, authority, alignment, etc.

9.2.1.10. To review organizational and other documents relevant to the work of the Panel and /or assigned on a regular basis to maintain timely revisions.

9.2.1.11. To review items that need to be approved or submitted to the IJRU General Assembly/Board for a decision/vote.

9.2.1.12. To address any other items or information that the Chair may deem necessary, and

9.2.1.13. In the absence of the Chair, the Chair shall nominate a current Panel member as interim Chair or, in their absence, such other person that the Panel may determine for that meeting and notify the President of the Executive Vice-President.

## 9.3. Tenure

- 9.3.1. Members of the Panel may be elected for a maximum of three (3) terms. If a member of the Panel should die or resign, or position becomes vacant, a replacement shall be decided by the Board until the next elections of members for the Panel. Such replacement may come from the EPRP. The Board may remove any member from the Panel or the EPRP at any time if there is reason to believe this individual has contrary to any provisions within this Charter or Codes of Ethics or Conduct, as laid out by the IJRU, the International Olympic Committee, or the World Antidoping Agency.
- 9.4. Review of Panel Performance and Skills Development
  - 9.4.1. The Panel will assess and review its performance and that of the Panel Chair at least annually. The review is to be provided to the Board for review comments and any action as needed.
  - 9.4.2. From time to time the Panel should consider what training or development could be undertaken, (with the approval of the Board and at IJRU expense) to keep their expertise, skills and knowledge relevant to the operation of IJRU as required to fulfil their role on the Panel. These opportunities may be offered to members in the EPRP.
- 9.5. Secretary
  - 9.5.1. The Secretary General IJRU will provide minor assistance and guidance as necessary to the Panel.

## **Role and Function**

10. Subject to the provisions of the Constitution and therefore aligned with the core values of: Diversity, Inclusion, Innovation and Excellence – the principal roles and functions of the Panel are to:
  - 10.1. Educate the membership regarding the expected Code of Conduct
  - 10.2. Be available to provide insight, interpretation, and education concerning the Code of Ethics, Code of Conduct, and the Complaints Procedure.
  - 10.3. To make sure the process for bringing a complaint is amenable and understandable for anyone who inquires.
  - 10.4. In processing complaints about alleged ethical misconduct and pursuant to its policies and procedures, the Panel will periodically review and recommend necessary changes in Code of Ethics and Code of Conduct, as well as policies and procedures for processing complaints, and alleged ethical violations.
  - 10.5. Ensure the national and international jump rope/rope skipping activities correlate with the rules provided by the International Olympic Committee, IJRU and the NGB.
  - 10.6. Receive and process complaints of alleged violations of the IJRU Code of Ethics, Code of Conduct, Constitution and other documents.
  - 10.7. In Processing complaints about alleged ethical misconduct, the Panel will compile an objective, factual account of the dispute in question and make the best possible recommendation for the resolution of the case. The Panel, in taking any action, shall do so only for cause, shall only take the degree of disciplinary action that is reasonable, shall utilize these procedures with objectivity and fairness, and in general shall act only to further the interests and objectives of IJRU and its membership.
  - 10.8. Receive nominations and resumes of candidates from recognized National Governing Bodies for all position on the Board, IJRU Committees, and Judicial Panels and makes decisions on those nominations that will go forward based on objective eligibility criteria for each position as determined by the Constitution, committees' charter or upon the direction or approval by the Board.

- 10.9. For any violation of the IJRU Code of Ethics, the Panel may impose any one or more of the following sanctions:
  - 10.9.1. A warning or reprimand,
  - 10.9.2. A suspension for a fixed period of up to four (4) years from holding Office or other position held by an Official and/or until a specified set of conditions have been met to the satisfaction of the Panel,
  - 10.9.3. A return of any IJRU award, recognition, or honour bestowed by IJRU,
  - 10.9.4. A ban for a fixed period of up to a lifetime from taking part
  - 10.9.5. in any IJRU Jump Rope related activity,
  - 10.9.6. A recommendation to the IJRU Board of the need for notification of the matter to the appropriate law enforcement authorities.
  - 10.9.7. Receive requests from committees, commission, panels and assist in situations needing action from the Panel.

## **Responsibility**

11. Ethics Panel is a Panel of the Board. The Panel is to assist the Board in fulfilling its statutory, governing and oversight responsibilities relating to the standards of behaviour and conduct expected of all those involved with all IJRU functions.
12. The IJRU Ethics Panel shall act in accordance with the principles of natural justice by application of the principles, procedures, or treatment that are felt instinctively to be morally right and fair. The Panel shall determine its own procedure in a separate document – the IJRU Procedural Rules.
13. The Panel’s members have an obligation:
  - 13.1. To act in an unbiased manner,
  - 13.2. To work expeditiously,
  - 13.3. To safeguard the confidentiality of the Panels activities,
  - 13.4. To follow procedures established and,
  - 13.5. To protect the rights of all individuals involved.
14. To develop and maintain document/s addressing the standard of behaviour and conduct expected for all participants and establishing guidelines directed to fulfil set forth ethical principles. The document/s will be known as the IJRU Code of Ethics and the IJRU Code of Conduct.
15. To develop and maintain the procedures by which complaints, and alleged violations come to the Panel for consideration and action.
16. To develop and maintain policies and procedures necessary to investigate any complaint or allegation submitted to the Panel.
17. When determining decisions, the Panel must:
  - 17.1. Uphold the integrity goals of IJRU with the utmost confidentiality and objectivity. The Panel has a specialized fiduciary duty to confidentiality and objectivity.
  - 17.2. Seek to create affirmative actions which will serve to educate and deter others from similar violations.
  - 17.3. Ensure that misconduct that was directed at, or involved in taking advantage of a vulnerable situation is considered a significant aggravating factor in determining the appropriate sanction.
  - 17.4. Be thorough, diligent, and expeditious. Conduct investigations and render decisions according to principles of natural justice and without undue delay.
  - 17.5. Determine the process by which an allegation is handled and sanctions imposed.

18. Develop any procedure that is deemed necessary by the IJRU Board or the Panel.

## **Operations**

### 19. Holding of Meetings

19.1. Subject to this paragraph and (6.1.2), the Panel shall meet, adjourn and otherwise regulate its meetings as needed, but shall meet no less than three (3) times each calendar year for a scheduled meeting where administrative duties are addressed.

19.2. Additional special meetings may be held when the Chair deems it advisable in order to address matters placed before the panel including but not limited to alleged violations of IJRU Code of Ethics, IJRU Code of Conduct, IJRU Constitution and/or other IJRU Governing Documents.

19.3. The Chair should consider calling an unscheduled meeting requested to do so by a Panel member, the President, Executive Vice President, or the internal or external auditors.

19.4. Meetings may be face-to-face, via teleconference or videoconference as considered appropriate by the Chair.

19.5. Members of the Panel or Ad Hoc Complaint Committee may confer a private session without any additional persons present except those necessary to address the matter before the members. During this session confidentiality will be the utmost priority, and any minutes generated may be subject to redactions if rendered for the purpose of reporting outside of the private session. The Panel may come out of private sessions for any actual voting procedures.

### 20. Internal Governance

20.1. The Panel has the delegated authority and power as approved by the IJRU Board and empowered from time to time to adopt its own rules of procedure not inconsistent with 1). Any provision here of, 2). Any provision of the Constitution, 3). The laws of the IOC, WADA or the Court of Arbitration of Sport.

### 21. Quorum

21.1. A quorum shall consist of no less than a majority of Panel members. The quorum must be present at all times during the meeting.

### 22. Voting

22.1. Decisions at any meeting of the Panel shall be decided by a majority of votes recorded. In the case of an equality of votes, the Panel Chair shall have a casting vote. Voting should be conducted anonymously via electronic means or in person.

### 23. Notification of and Attendance at Panel Meetings

23.1. Attendance of Panel members at all meetings is expected.

23.2. The IJRU President may attend Panel meetings. The President shall not have a right to vote at such meetings.

23.3. The IJRU Executive Vice-President may attend Panel meetings. The Executive Vice-President shall not have a right to vote at such meetings.

23.4. The IJRU Secretary General may attend Panel meetings. The IJRU Secretary General shall not have a right to vote at such meetings.

23.5. Panel members, the IJRU President, Executive Vice-President, and Secretary General, will receive an advanced notice of and the agenda for meetings involving administrative duties.

23.6. Panel members, and the IJRU President will receive notification involving meetings called for alleged complaints as needed.

### 24. Minutes of Panel Meetings

- 24.1. Minutes of the Panel shall accurately reflect its decisions/recommendations and shall be made available to the Panel members in accordance with the provisions of the Constitution. Minutes signed by the Panel Chair shall be conclusive evidence of the matters recorded in the minutes.
- 24.2. Meetings that have a higher level of confidentiality or those involving complaints, claims, or involve conversations around alleged violations shall be documented on the “Alleged Complaints Records and Reporting Form”. The Panel has the authority and duty to redact personal information as needed. Documents can be sent to the president with redacted personal information as needed.
- 24.3. The Panel will determine how, where, and the period of time that confidential files will be kept.

### **Conflict of Interest**

25. In the event the chair or any other member of the Panel has a personal interest in the case, he or she shall withdraw from reviewing the case.
26. If any Panel member has a material personal interest in or an interest by way of a personal or other relationship to any matter being considered by the Panel, then that Panel member must give the Panel and the Board written notice of that interest as soon as that member becomes aware of the interest.
27. A notice required under clause 7.1 above must:
  - 27.1. Give details of the nature and extent of the interest, and
  - 27.2. The relation of the interest to the affairs of the organization.
28. In the event a Panel member recuses themselves from a complaint causing an insufficient number of voting members on the Panel, the President shall appoint members to fill the vacancy. The appointed member(s) may be selected from within the EPRP, Ethics Panel, or Disciplinary Panel, to decide the complaint.

### **Authority**

29. The Panel will abide by and enforce the Constitution and the IJRU Code of Ethics and Code of Conduct. If any person or legal entity affiliated with IJRU activities and/or IJRU events being active or passive is found to act in conflict with IJRU rules and/or policies, this Panel has the authority to impose sanction/s on the individual(s) from the organization and/or make recommendations to the Board as deemed necessary in the circumstances. The nature and duration of the sanction/s will be determined on a case-by-case basis by the Panel. Any communications between the Panel and legal counsel in the course of obtaining legal advice will be considered privileged communications of IJRU, and the Panel will take all necessary steps to preserve the privileged nature of those communications.
30. Creation of sub-panel groups is at the discretion of the Chair. The IJRU President must approve sub chairs and or ad hoc chairs. The Ethic Panel may delegate authority to one or more designated member/s of the Ethics sub-panel, subject to Board approval.
31. The Panel shall have the duties specified herein and shall have the resources and authority necessary to discharge its duties and responsibilities. The Panel will have authority to retain and terminate experts and consultants, as it deems appropriate, including the ability to approve the firm's fees subject to advanced final approval by the Board.
32. The Panel may be discontinued only at the Board discretion.

### **Confidentiality**

33. Unless Directors resolve to the contrary, Panel members are required to keep Panel discussions, Panel papers and deliberations strictly confidential. The Panel shall



determine the process that confidentially handles documents that are brought to or originate from the Panel.

### **Code of Conduct**

34. Each Panel member has an obligation to comply with the spirit, as well as the letter of the law, the Constitution and the principles set out in the Code of Conduct.

### **Reporting to the Board**

35. The Chair, or representative, must report to the IJRU President, or the IJRU Board of Directors after each Panel meeting concerning:
  - 35.1. the proceedings of the Panel; and
  - 35.2. all matters relevant to the Panel's role and responsibilities.
36. Such proceedings may be in the format of minutes or complaint templates with redacted information.

### **Consistency with the Constitution**

37. This Charter may be amended by the Board from time to time subject to the requirements of the Constitution and the law. Whilst this Charter does not form part of the Constitution, this Charter (as in force from time to time) is nevertheless binding on the Panel and each of the Ethics Panel members.

## **APPENDIX, Ethics Panel Tools**

### **Appendix A. Ethics Panel Meeting Timeline**

### **Appendix B. Alleged Complaints Recording and Reporting Form**

### **Appendix C. Meeting Agenda Template**

### **Appendix D. Meeting Minutes Template**

### **Appendix E. Table Guide to assist in determining appropriate sanctions for misconduct.**

**Appendix A. SUGGESTED MEETING TIMELINE**

<p>1. Minimum of 3 Panel meetings annually as set by the chair</p>	<p>Meeting 1 (February – March)</p> <ul style="list-style-type: none"> <li>• Prepare the 180 Ethics Panel report for the summer May/June Board meeting</li> <li>• Review the Strategic Plan with recommended changes to the IJRU Board</li> <li>• Address any matters of violation</li> </ul>
	<p>Meeting 2 (June – July)</p> <ul style="list-style-type: none"> <li>• Ready submission of necessary paperwork for the AGM</li> <li>• Address any matters of violation</li> <li>• Chair will give the yearly evaluation of the Panel.</li> </ul>
	<p>Meeting 3 (August – October)</p> <ul style="list-style-type: none"> <li>• Prepare the 180 Ethics Panel report for the fall, Oct./Nov. Board meeting</li> <li>• Review of documents, IJRU Code of Ethics and Conduct, ready document for the fall Board meeting with changes submitted to the Board</li> <li>• Review NDA, Confidentiality Statements, Code of Conduct Statements, other, relevant legal documents ready for presentation at the fall Board meeting</li> <li>• Prepare for financial submission requests to the finance committee for next year budget</li> <li>• Address any matters of violation</li> <li>• Assess status of panel members terms and the information to the Board</li> </ul>

**APPENDIX B.**  
**Alleged Complaint Recording and Reporting Form**

<b>Date received:</b>		<b>No.:</b>
<b>Alleged Complaint</b>	<b>Relevant Facts</b>	<b>Action Taken</b>
<b>Report Date:</b>		<b>Report Complete by:</b>

**APPENDIX C.**

**Meeting Agenda Template**

**(Will include a standardized template developed for all Committee, Panels, and task forces.)**

IJRU Ethics Panel Meeting Agenda

Date:

Time:

Location:

Order	Topic	Presenter
01	Call to Order Quorum Established Approval of Agenda (Requires a motion, 2 <sup>nd</sup> and vote) Approval of previous meeting minutes (Requires a motion, 2 <sup>nd</sup> and vote)	Chairperson Secretary
02	Business item	
03	Business item	
04	Business Item	
05	Adjournment (Requires a motion, 2 <sup>nd</sup> )	

Minutes recorded by:

**APPENDIX D.**

**Meeting Minutes Template (Will include a standardized template developed for all Committee, Panels, and task forces.)**

**IJRU ETHICS PANEL MEETING MINUTES**

**Meeting date and time**

**Members Present**

**Members Absent**

**Agenda:**

I.	Call to order Members present and absent Quorum Established Agenda approved (requires motion and vote) Previous minutes voted into acceptance ( requires motion and vote)
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<b>II.</b>	<b>Business Item</b>
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<b>III.</b>	<b>Business Item</b>
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<b>IV</b>	<b>Adjournment</b>
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**Recording Secretary,  
Name**

**APPENDIX E.**

**TABLE GUIDE TO ASSIST IN DETERMINING APPROPRIATE SANCTIONS FOR MISCONDUCT**

The table below provides guidance regarding the three factors in determining the appropriate sanction to impose on the person named: (1) Person named intent or state of mind when engaged in the misconduct. (2) the nature and severity of the misconduct and (3) the extent of damage caused by the conduct.

<b>MAJOR FACTORS</b>	<b>CONSIDERATIONS</b>	<b>GUIDANCE</b>
<p>1.Named Person’s Intent</p> <p><b>Unintentional</b> (accidental)  <b>Negligent</b> (careless)  <b>Reckless</b> (clearly should have known)  <b>Intentional</b> (deliberate)</p> <p>2.Nature and Severity of Misconduct</p> <p>Minor or Technical  Substantive  Severe</p>	<p>Did the Named Person:</p> <ul style="list-style-type: none"> <li>• Make full, timely disclosure to, and then reasonably rely on competent advice provided by someone else or a role model?</li> <li>• Engage in the misconduct despite prior warning from others</li> <li>• Engage in fraudulent, manipulative, or deceptive conduct?</li> <li>• Organize and plan the conduct or was it the result of a rash action or temporary lapse of judgment?</li> <li>• Conceal or attempt to conceal the misconduct or otherwise deceive or mislead others from discovering the misconduct?</li> </ul> <p>Did the Person’s Conduct:</p> <ul style="list-style-type: none"> <li>• Involve a minor misstep or honest mistake; is it the result of a lack of expertise or experience?</li> <li>• Involve a single act of misconduct, or did the conduct involve numerous acts</li> </ul>	<p>It may be difficult to discern a Named Person’s state of mind at the time of the misconduct. In many cases however, a Named Person’s behaviour before and after the misconduct can provide a reliable indication of whether they had deliberate intent to engage in wrongdoing.</p> <p>For example, a strong indicator of intent is pre-planning of the behaviour and/or attempting to hide it after the fact.</p> <p>Reckless conduct ignores “red flags” and involves behaviour that most all people should clearly have known violated regulatory, judicial or ethical rule.</p> <p>There are varying levels of misconduct. What makes the nature of one’s conduct minor, substantive, or severe often is dependent on an assessment of intent. It is the difference between misstating and misrepresentation; forgetting a disclosure or intentionally omitting information.</p>

<p>3. Extent and Harm/Damage to</p> <p>a. Jumpers b. Volunteers c. Staff d. Judges e. IJRU officials f. Sponsors e. Facilities</p>	<p>and/or a pattern of misconduct?</p> <ul style="list-style-type: none"> <li>• Involve misconduct over an extended period?</li> <li>• Involve multiple violations, either related or un-related to each other?</li> <li>• Involve the Covered Person’s directing, in either a supervisory or non-supervisory capacity, another individual to engage in misconduct?</li> <li>• Involve fraudulent, deceptive, or manipulative acts or statements?</li> </ul> <p>Did the Person’s Conduct:</p> <ul style="list-style-type: none"> <li>• Result in actual harm or possible harm physically or mentally?</li> <li>• Cause the person to be disadvantages?</li> <li>• Affect one person or several persons?</li> <li>• Impact the operations and or productivity for the any events?</li> <li>• Result in a loss of clients, loss of trust, or otherwise negatively affect the IJRU’s ability to conduct business?</li> <li>• Undermine confidence in the integrity of their position</li> </ul>	<p>Multiple incidents of misconduct or misconduct over an extended period often indicate a pattern of misconduct that may warrant a more severe sanction.</p> <p>There are some types of misconduct that are clearly objectionable and improper. Even a single incident of such misconduct may be so egregious as to be deemed “severe”, such as physical harm, mental abuse, cheating, doping,</p> <p>Actual harm can be tangible or intangible. Tangible harm is measurable and often financially related. In assessing the Covered Person’s conduct, consideration should be given to the nature and extent of monetary harm, if any, to the client and/or employer.</p> <p>Monetary harm to a client is typically measured through losses sustained in an account or unnecessary fees paid. Monetary harm to an employer can occur through monetary damages for an investigation, regulatory proceeding and/or legal fees.</p> <p>Intangible harm to a client is more difficult to quantify but may include subjective factors that impact the client’s life or loss of trust in the Covered Person or financial markets. For a Covered Person’s employer, intangible harm may include reputational damage,</p>
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		<p>unwanted publicity, or loss of trust in the firm.</p> <p>Exposing a client or employer to a risk that does not materialize or cause direct harm may be considered when evaluating this sanction factor. For example, if the Covered Person's misconduct exposes the firm or client to possible litigation, regardless of whether a lawsuit is ever filed, the firm or client were exposed to a potential risk and that potential harm may be considered.</p>
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