

# American Judo & Jujitsu Federation

## Board of Professors

### CODE OF CONDUCT

#### Introduction

This Code of Conduct covers a wide range of practices and procedures. It does not cover every issue that may arise, but it sets out basic principles to guide all Professors and officers of the American Judo and Jujitsu Federation (hereinafter know as AJJF). All Professors and officers must conduct themselves accordingly and seek to avoid even the appearance of improper behavior. In addition, AJJF policies, procedures, etc., apply and you need to know and follow those policies as well.

Ethics relate to professional principles and standards of conduct based on the values of the organization and community. What does that mean to us? Primarily these things:

- a. Accurate, trustworthy, and fair dealings with each other and all stakeholders.
- b. Integrity of all reports and all business processes which are clear, complete, concise, and correct.
- c. Respect for each other.
- d. Never disparage fellow members of the BOP.
- e. The absence of intent to deceive or obfuscate through omission, quibbling, half truths, technicalities or evasive statements.
- f. Taking direct accountability for what goes right and what goes wrong.

If a law conflicts with a policy in this Code, you must comply with the law. All Professors and officers are responsible for understanding the legal and policy requirements that apply to their position and reporting any suspected violations of law, this Code or AJJF policy.

Those who violate the standards in this Code will be subject to disciplinary action, *including possible dismissal*. Furthermore, violations of this Code may also be violations of the law and may result in civil or criminal penalties for you and/or the AJJF.

A Pledge of Professional Conduct:

- a. Constructive creative conflict faces into controversial issues with good faith and constructive disagreement, but push back against convention and the status quo.

- b. The concept means that your first loyalty is to the mission and principles of the organization, not to a single person, idea or constituent.
- c. One voice: Decisions are often made by teams and they often involve compromise. However, once made, assuming principles are not compromised and the authority to make the decision is assured, you own the decision. Support it from that point onward.

As a Professor, I acknowledge and agree to honor my ethical obligations to my colleagues, AJJF Registrants and to the public. I promise to comply with the AJJF's Code of Conduct, to treat everyone fairly and with dignity. I promise to go beyond the letter of our policies and the law and conform to the spirit and intent as well. I promise to take personal accountability for what I do right and wrong. I also promise to -

- a. Conduct myself in a manner which reflects great credit on the AJJF and BOP, my colleagues, on the Martial Art/DZR community and myself.
- b. Speak the truth with no intent to deceive or mislead by technicalities or omissions.
- c. Refrain from behavior that harms the public's perception of the BOP or AJJF.
- d. Honor all agreements I make with colleagues and stakeholders.
- e. Ensure that proprietary information of the AJJF/BOP is kept proprietary.
- f. Avoid actual or perceived conflicts of interest and, if in doubt, to openly disclose and discuss my concerns.
- g. Take personal accountability for my actions – for success and failure.
- h. Take personal responsibility for recognizing and reporting breaches of the Code.
- i. Discharge my responsibilities with dedication to achieving the AJJF's mission and in line with the AJJF's principles.
- j. Serve all constituents of the AJJF impartially, and provide no special privilege to an individual constituent or organization.
- k. Not to accept special personal compensation from an individual constituent beyond the limitations established by principle or policy, which include full disclosure and arm's length dealings.
- l. Disclose information that belongs in the public domain freely and completely but protecting that information which is confidential, generally related to business plans, activities in the marketplace, and personal information relating to character and competence of people within the organization or stakeholders.
- m. Issue no false or deliberately misleading statements or advertisements concerning the AJJF or the BOP, to the media, the public or any other persons, either affiliated with or unrelated to the AJJF, DZR or Martial Art community.
- n. Refuse to engage in and or sanction activities for personal gain at the expense of the AJJF or BOP.
- o. Strive to build collaborative relationships with other BOP members and others for the advancement of the mission of the AJJF.

**Your Personal Commitment to the AJJF Code of Conduct**

I acknowledge that I received a copy of the AJJF Code of Conduct dated \_\_\_\_\_ (“the Code”), that I have read the Code and that I understand it. I will comply with the Code. If I learn that there has been a violation of the Code, I will contact Internal Relations or the Senior Professors Council.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

Professor’s Name (Please Print): \_\_\_\_\_

## The Basic Tenets

Each of us is required to observe the highest standards of honesty and integrity in dealings with each other and internal and external stakeholders. The principles and policies that follow, and those policies found in the Code of Ethics and Conflict Resolution Policy, define those responsibilities.

### A Description of Ethics, Values and Integrity

**Ethics:** In this context, ethics defines what is right and wrong, good and bad, acceptable and unacceptable. Ethics define our moral obligations to all those with whom we interact, to the BOP and to all stakeholders. Our ethics and values are the principles of conduct governing us as individuals and as an organization and they conform to accepted proper professional and personal standards of conduct as well as “public policy” using the legal and morale definition of a “reasonable person.”

**Values:** Values are our belief system. They are what we believe to be fundamentally important to the BOP in terms of how we conduct ourselves and the AJJF’s business. They are the personal and professional characteristics that form the bedrock and foundation of our organization.

### We Value:

Accountability, transparency and integrity and we don’t accept obfuscation, evasiveness, and half-truths meant to mislead or, even worse, to deceive.

Personal responsibility for what happens right and what happens wrong and we don’t accept hiding behind organization or team accountability.

Personal and organizational integrity to be counted on to do what is right because it is right versus finding the self-serving solution.

Creativity and innovation– finding new ways to accomplish the mission rather than reheating what used to work yesterday.

We love the messenger– the person who brings us problems. We love the person who challenges the *status quo*, and takes prudent risks. The creator, and innovator and the reporter of things gone awry, should be our eyes and conscious. We reward the prudent risk-taker who has the fortitude to change what needs to be changed and to report what needs to be acted upon and addressed.

**Integrity:** Integrity refers to an unwavering adherence to a high standard of personal conduct, beliefs or set of values in all activities and under all circumstances. Integrity

precludes resorting to hedging, quibbling, evasive or misleading behavior, or statements.

### Areas to Which the Code of Conduct Applies

**Public Policy, Compliance and Laws:** Professors are expected to obey all Federal, state and local laws in their personal lives and in meeting their responsibilities as members of the BOP. This includes adherence to laws and public policy prohibiting sexual or other forms of harassment or discrimination. More importantly, we are expected to follow the spirit of the law – its principles and intent – even more than the letter of the law.

**Principles vs. Policy:** Specifically, we are driven by *principles* and not by the “policies” designed to accomplish them. That is, we acknowledge that we are not a bureaucratic organization subject to rules but rather an organization of thinking people who will take prudent actions to accomplish the mission, while at the same time, stay the course of ethical conduct.

### Conflicts of Interest

All decisions, activities and affiliations are to be undertaken in the best interest of the BOP and the public good without the possibility of creating a hint or the perception of impropriety. In this regard, we are not meant to look after the best interest of any single person, stakeholder, or constituent, but rather the organization’s mission and principles, a concept we call “first loyalty” to the organization’s mission and principles.

**Books and Records:** Will be maintained in a manner that accurately reflects all BOP/AJJF financial transactions, performance history and activities. Falsification of BOP/AJJF records regardless of motive is strictly prohibited including personal and organizational accountability for end-results, total transparency from the standpoint of accurately reflecting “what happened”, and integrity in the process in that it fits together and makes sense. Falsification, obfuscation, or intent to deceive or mislead through organization records regardless of motive is unacceptable.

**Zero Tolerance:** All breaches of ethical conduct will have a measured response based on the nature of the offense, 100% of the time. (This does not mean automatic termination, but it does mean a full investigation, and if found guilty, a punishment equal to the nature of the offense, including civil or criminal prosecution if warranted.)

**Personal Behavior:** This requires treating each other with respect and dignity; telling the truth, without quibbling or evasive statements; making decisions and taking action using the highest standards of honesty and ethics. It means listening to each other, respecting each other's ideas and respecting and honoring the diversity of opinions. Personal behavior also includes appropriate actions to maintain a business atmosphere.

## **FRAUD ASPECTS OF THE CODE OF CONDUCT**

The BOPs position on fraud, misappropriation and similar acts is one of zero tolerance. These acts may result in immediate termination or suspension, pending an internal or legal review of the facts. We also believe that we are duty-bound by our obligations to each other and to stakeholders to prosecute illegal acts and to require restitution, in the belief that it is not appropriate to allow the organization to suffer the consequences of acts of malfeasance or misfeasance by members of the organization.

We also believe that we are duty-bound to pro-actively find and report such acts – that this is not a passive injunction, but rather an obligation.

We also believe that these actions are the personal responsibility of each member of the BOP, regardless of position. That is, each of us is positively and proactively required to recognize and report fraud and related areas of misbehavior, and that the Internal Relations Committee is responsible for the investigation and resolution of issues related to suspected fraud and other similar irregularities.

The term “fraud” as used in this policy includes misappropriation and other irregularities including dishonest or fraudulent acts, embezzlement, forgery or alteration of negotiable instruments, misappropriation of BOP or AJJF assets or information. It also includes conversion to personal use of cash, supplies or any other assets, unauthorized handling or reporting of BOP/AJJF transactions, and falsification of records or financial reports for personal or other reasons.

Fraud also includes reports intended to mislead or deceive, whether or not the fraudulent reports result in benefit to the person committing the fraud.

The above list is not inclusive but intended to be representative of situations involving fraud. All such situations require specific action by the BOP.

## **Responsibilities of the BOP, Investigation Procedure, and Disciplinary Measures**

**All BOP members:** Every BOP member has an ethical obligation to report breaches of this Code of Conduct without a misguided loyalty to any person who abuses the policy. Loyalty to an individual who would put the organization's reputation in jeopardy and do harm to other Professors is a profoundly misguided act.

**Retribution:** It is a violation of this Code of Conduct and BOP policy as well as public policy to intimidate or impose any form of retribution on anyone who utilizes reporting procedures in good faith to report suspected violations.

**Ethics Committees:** There is an Internal Relations Committee of the AJJF with explicitly assigned responsibilities and the authority to act on the BOP/AJJF's behalf, subject to an explicit grant of authority by the full board.

**Disciplinary Measures:** Internal Relations, following AJJF Policy, is subject to explicit grants of authority from the full board, and will determine whether violations of the Code or the spirit or intent of the Code have occurred. If so, they will determine the appropriate disciplinary measures to be taken. The disciplinary measures may include counseling, oral or written reprimands, warnings, probation or suspension, termination of membership with the BOP, in addition to required restitution and the potential to file appropriate civil or criminal charges. Restitution will be required in all cases.

**People subject to disciplinary measures:** The violator, others involved in the wrongdoing such as people who fail to use reasonable care to ensure the violation doesn't happen in the first place, people who should but fail to detect a violation, people who withhold material information regarding a violation, and the Professor who approve or condone the violations or attempt to retaliate against others for reporting violations or violators.

Loyalty is critically important to the principles and mission of the AJJF, but not to a single person or member of the board.

**Whistle-blowing:** This Code-of-Conduct requires whistle-blowing and a failure to report incidents of fraud or major related incidents is cause for disciplinary action. Our society

attaches a stigma to whistle-blowing or being a “tattle tail,” an inappropriate position which compromises and demeans the integrity of the organization and which puts an unfair and inappropriate burden on the other people in the organization. Said very specifically, each of us have a pro-active obligation to recognize and report fraud or related breaches of ethical conduct.

It is a violation of these principles and this policy as well as public policy to intimidate or impose any form of retribution on those who utilizes reporting procedures in good faith to report suspected violations. Appropriate action is required in this event whether or not such individual is one of the wrongdoers.

### Investigation of Violations

If the BOP receives information regarding an alleged violation of this Code (such a sexual harassment, fraud, or similar actions) those persons authorized and appointed by Internal Relations to investigate alleged violations will:

- Evaluate such information as to the credibility and gravity of the allegations,
  - Undertake a formal investigation,
  - Prepare a report of the investigation results with recommendations as to the disposition of the issue, and
  - Disclose results to law enforcement agencies if warranted by the nature of the violation,
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- Ensure a complete resolution of the event in a timely manner.

### **Persons Responsible**

The Board of Professors has an explicit obligation to set the moral tone of the organization. The board usually accomplishes this by assigning explicit responsibilities to the chief executive, who will establish and communicate this Code-of-Conduct to every single person in the organization. Professors are obliged to report breaches – the assigned Internal Relations Committee is responsible to investigate, resolve and close each incident. Each person on the BOP have explicit responsibilities for recognizing, reporting, and otherwise responding to such issues.