

ECAHO CODE OF CONDUCT

Purpose

1. ECAHO requires everyone involved in its operations, meetings and activities, including, but not limited to, all Permanent Officials and Temporary Officials as defined in Art. 3.3 and 3.4 of the Constitution of ECAHO (hereinafter altogether “ECAHO Officials”), to adhere to this ECAHO Code of Conduct.
2. It forms a framework of expected behaviour to follow both within meetings and externally, taking into account that at all times the welfare of the horses must be paramount and never subordinated to competitive or commercial influences.

Undertaking

1. All ECAHO Officials agree to meet the requirements of the ECAHO Code of Conduct.
2. Any infringements of the ECAHO Code of Conduct will be dealt with in accordance with the procedure described at Section III.
3. The Executive Committee (EC) has the right to update and amend the ECAHO Code of Conduct from time to time.

SECTION I

SHOW OFFICIALS (JUDGES, RINGMASTERS, DCS)

1. ECAHO Officials who are no longer able or willing to accept invitations should notify the Executive Secretary to have their name removed.
2. ECAHO Officials should have a copy of the current Blue Book. Any change of address or contact details must be notified to the Executive Secretary as soon as possible.
3. ECAHO Officials must avoid any circumstances which could be an actual or apparent conflict of interest.
4. Invitations to officiate at shows must be promptly answered in writing. If the invitation is made by telephone, ECAHO Officials should ask for it in writing and take a name and contact number at the time of the call.
 - 4.1. ECAHO Officials must not back out of an appointment except under the most extreme circumstances. The Executive Secretary may request a medical certificate in cases of a broken appointment as a result of illness.
 - 4.2. ECAHO Officials who, in extreme circumstances, are unable to keep the appointment must immediately inform the show organiser.
 - 4.3. If an ECAHO Official cancels the invitation after the travel arrangements have been made, he will pay all the costs arising out of this booking.
5. Dress for ECAHO Officials should be smart and suitable for the event.
6. ECAHO Officials should arrive punctually before their duties commence.

7. ECAHO Officials should be aware that it is their joint responsibility to ensure that their ring/arena/paddock runs safely at all times and to avoid the risk of pain or injury.
 - 7.1. ECAHO Officials should further be aware that it is their joint responsibility to ensure the horses' welfare in the ring/arena/paddock, especially with regards to the avoidance of methods which are abusive and cause fear.
 - 7.2. ECAHO Officials should also be aware that participation in competition must be restricted to fit horses and competent handlers/riders.
8. ECAHO Officials should consider the interest of spectators to help them appreciate the classes.
9. Each exhibitor must be given equal consideration. Attention should not be drawn to an individual exhibit's faults.
10. ECAHO Officials should not make any social conversation during the course of class and must not use electronic communication devices in the show ring/arena/paddock, except for official devices provided by the organiser for the purposes of the event only.
11. ECAHO Officials are ambassadors for ECAHO and their actions and comments, including those made electronically or in writing, reflect on ECAHO as well as upon themselves. They must ensure that any of their comments to handlers or exhibitors are tactful and constructive.
12. ECAHO Officials are expected to display the highest standards of ethics inside and outside the show ring/arena/paddock at all times including at events where they are not officiating.
 - 12.1. It is the responsibility of ECAHO Officials to ensure that any persons accompanying them should also behave in a manner befitting a representative of ECAHO.
13. ECAHO Officials and their companions must not exhibit, or assist any exhibitor, or handle any horse, as part of its training & showing at a show at which they are officiating.
14. Internet and Media. ECAHO Officials should be aware that social networking websites are a public forum and should not assume that their entries on any website will remain private.
15. ECAHO Officials should therefore conduct themselves when social networking in a way that is:
 - a) not detrimental to ECAHO,
 - b) will not damage its reputation,
 - c) cannot be perceived as defamatory to any person,
 - d) does not breach any conflict of interest rules.
16. In circumstances other than at a show, when the matter should be reported to the DCs, ECAHO Officials should report to the SC (c/o ECAHO Executive Secretary) any exhibitor or potential exhibitor who in any way compromises, or attempts to compromise an ECAHO Official, or is in breach of the Blue Book Rules.

SECTION II

MEETING OFFICIALS

1. By attending any meeting organised under the umbrella of ECAHO or undertaking any work for ECAHO, ECAHO Officials agree to meet the requirements of this ECAHO Code of Conduct.

2. ECAHO Officials should be aware of their obligations when attending meetings or undertaking work. Their duties include:
 - 2.1. duty to act only within powers in accordance with the Constitution of ECAHO,
 - 2.2. duty to promote the success of ECAHO for the benefit of the Arabian horse,
 - 2.3. duty to consider the consequence of any decision,
 - 2.4. duty to consider the interests of ECAHO employees,
 - 2.5. duty to maintain the good reputation of ECAHO,
 - 2.6. duty to act fairly between members of ECAHO,
 - 2.7. duty to exercise reasonable care and diligence,
 - 2.8. duty to avoid conflicts of interest,
 - 2.9. duty to declare any interest in a proposed arrangement.
3. **Accountability**

ECAHO Officials should ensure any actions by ECAHO will stand the test of scrutiny by the public, the media, the members, stakeholders, the courts.
4. **Integrity and honesty** will be the hallmarks of ECAHO Officials when dealing with colleagues within ECAHO and when dealing with individuals and organisations outside it.
5. **Transparency**

An atmosphere of transparency and openness throughout the organisation should be maintained to promote confidence of members and public.
6. **Reputation**

ECAHO Officials must act in the best interests of ECAHO and its public image.
7. **Conflicts of Interest**
 - 7.1. ECAHO Officials must declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises.
 - 7.2. ECAHO Officials must submit to the judgment of the meeting and act accordingly regarding potential conflicts of interest.
8. **Meetings and Undertakings**

It is the duty of ECAHO Officials to:

 - a) accept majority vote decisions made by meetings,
 - b) avoid making comments outside the meeting which do not reflect current ECAHO policy even when not personally agreeing with the policy,
 - c) respect the authority of the Chairman as meeting leader,
 - d) make preparation to debate and vote on agenda items by studying meeting documents in advance of the meeting,
 - e) answer internal ECAHO business correspondence promptly,
 - f) complete assignments within a reasonable time span or within a specified time.

SECTION III

INFRINGEMENTS AND PROCEDURE OF INVESTIGATION

1. Infringements

- 1.1. If the EC is made aware of any infringement of this ECAHO Code of Conduct it will make investigation by all possible means.

1.2. The EC may, according to circumstances, or if any member of the EC has any conflict of interest in the case, appoint a special committee to gather evidence and make a report.

2. Procedure

2.1. The EC will decide if there is a case to answer and without undue delay inform the person(s) accused of any charge made against them and allow them a period of not less than 21 days to make a concise written statement in their defence.

2.2. The EC may investigate by inviting any person they find necessary to submit evidence in writing within a period of not less than 21 days. The EC may hold a hearing if it deems it necessary for a correct appraisal of a case.

2.3. After the period for answering is complete, the EC will consider all the evidence and decide on the case. If the decision is “guilty”, the accused person's previous record may be taken into account when deciding on the sanction.

2.4. The decision will be notified immediately.

2.5. The written reasons for the decision will be communicated to the accused person(s) by registered mail within one month after the decision has been taken. Other parties involved or having an interest in the case may also be informed, but not before the accused person(s) has been informed.

2.6. The EC may require the person(s) found guilty to advance all costs and expenses of the procedure.

3. Advice and Sanctions

3.1. If the person(s) accused is found “guilty” the EC will administer, in writing, advice or sanctions from the list below:

- a)** advice,
- b)** a warning,
- c)** suspension from the position in which the infringement occurred for a period of time which reflects the seriousness of the infringement,
- d)** to charge part or whole of the incidental costs and expenses of investigation to the person(s) investigated.

3.2. Unless the EC provides otherwise, its decision is immediately and directly enforceable and legally binding.

4. The ECAHO Appeals Committee

4.1. Any person upon whom a penalty has been imposed in accordance with Article 3 above may appeal to the ECAHO Appeals Committee (EAC, c/o ECAHO Executive Secretary) in writing within 30 days from the date of notification of the decision of the EC (registered mail, date of post mark), stating the grounds of the appeal and submitting the full evidence for the EAC to consider. In the event there is not specific confirmation of receipt, receipt shall be assumed to have occurred after ten (10) days from the dispatch of the notice. A deposit of €500 shall be made at the same time, which shall be forfeited unless the EAC decides there were good and reasonable grounds for the appeal.

4.2. The appeal does not suspend the legally binding effect and enforceability of the contested decision. However, the EAC may suspend the enforceability of the contested decision, but must at the same time order protective measures and/or the provision of security.

- 4.3.** The EAC may investigate by inviting any person they find necessary to submit evidence in writing within a period of not less than 14 days. The EAC may hold a hearing if it deems it necessary for a correct appraisal of the case.
- 4.4.** After the period for answering is complete, the EAC will consider all the evidence and decide on the case. If the decision is “guilty”, the accused person’s previous record may be taken into account when deciding on the penalty. The decision will be notified immediately.
- 4.5.** The EAC will communicate in writing the result of the appeal to the appellant within three months of receipt of the appeal. The written reasons for the decision will be communicated to the accused by registered mail within one month after the decision has been taken. Other parties involved or having an interest in the case may also be informed, but not before the appellant has been informed.
- 5.** The EAC may at its discretion order any person to pay such reasonable costs and expenses relating to the appeal as they may determine.
- 6.** The decision of the EAC will be final and binding on all parties.