

CODE OF ETHICS

About this Code of Ethics

This Code of Ethics acts as a guide to behaviour and decision-making in accordance with WorldSkills International's values and ethical standards.

This Code of Ethics has been developed by the Board of Directors and the CEO in consultation with Members. It acts as a guide for all involved in the WorldSkills movement.

This Code of Ethics sets out the principles, values and standards that guide the behaviour, decisions, procedures and systems of WorldSkills International in a way that both meets the needs of our key stakeholders and respects the rights of all people and organizations affected by our operations.

The core values of WorldSkills International are integrity, transparency, fairness, partnership and innovation. These are often referred to as the pillars of WorldSkills International.

No part of this Code of Ethics may be waived or suspended.

Values and Principles

Integrity

The foundation of WorldSkills International is our integrity. We are open, honest and trustworthy in dealing with all stakeholders and the organisations and people we work with or affect.

Conflict of Interest:

No employee or volunteer may be involved in any activity that is in direct conflict with the interests of WorldSkills International. A conflict of interest could include directorships, significant shareholdings and employment of family members.

Any personal interests in relation to the organisation's business must be disclosed.

Stakeholders have a duty to declare any private interests relating to their duties, and to take steps to resolve any conflicts arising in a way that protects the interests of all WorldSkills International's stakeholders.

Employees and volunteers do not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their duties. Board members, staff and others on contract to WSI must abide by the WSI Gift Acceptance Policy.

Transparency & accountability

Openness:

All stakeholders are as open as possible about all the decisions and actions that they take. They give reasons for their decisions, and restrict information only when the wider public interest clearly demands.

Family & friends:

In some cases, family members or close personal friends of employees may work for WorldSkills International. In these situations, WorldSkills International employees and volunteers avoid, where possible, work situations that create a direct reporting relationship between family members or individuals with a close personal relationship.

Fairness

Objectivity:

In carrying out WorldSkills business – including appointment to positions, awarding contracts, or recommending individuals for rewards and benefits – all choices are made on merit.

Inclusiveness:

We promote an inclusive environment that embraces change, new ideas, respect for the individual, and equal opportunity to succeed.

Equal opportunity for all Competitors:

All involved in the WorldSkills Competition act with the highest level of integrity, honesty and fairness to ensure 'equal opportunity for all Competitors' irrespective of country, race, gender, religion, culture, philosophical or political opinion, marital status, sexual orientation, language or other grounds.

Complaints:

All complaints are dealt with by an investigative process which respects the principles of natural justice. A robust and professional Issue Resolution process is used at the Competition.

Partnership

Community:

WorldSkills International strives to support communities in which it operates through educational activities and contributions.

Innovation and excellence

Innovation:

We welcome and encourage innovation that helps us achieve our goals more effectively within the existing framework.

Excellence:

We pursue excellence in everything we do.

Dignity

Human Rights:

WorldSkills International honours and respects all who choose to work and volunteer for the movement. All stakeholders are expected to be open, honest, and courteous to each other.

Diversity:

Diversity is a strength in WorldSkills International. Every person involved must respect the people with whom they work and their different cultures. As a movement, we seek diversity at all levels and promote an environment in which all involved can develop and contribute to their full potential. WorldSkills International and its Hosts (of WorldSkills events) will ensure that WorldSkills events do not conflict with significant religious or other festivals.

Harassment:

WorldSkills International does not tolerate any form of harassment whether sexual, physical or mental.

Environment and sustainability

Environment:

WorldSkills International seeks to minimize any harmful effects of its operations on the natural environment and finite resources. We establish environmental quality standards which are desirable and attainable, and which comply fully with all relevant environmental legislation.

Sustainability:

We strive for growth of the movement and its influence that is economically and ecologically sustainable, and ensures the long-term viability of the movement.

Health and safety

Precedence:

WorldSkills International ensures a safe and healthy environment for all stakeholders and does not compromise the health or safety of any stakeholder for any reason.

Host country regulations:

All stakeholders adhere to the host country's health & safety regulations, as well as special health & safety regulations applying to a particular skill.

Reporting H&S issues:

All stakeholders share the responsibility for promptly reporting any concerns, safety violations or incidents.

Leadership

Commitment to values:

All leaders promote and support WorldSkills values and principles laid out in this Code of Ethics and demonstrate their commitment to them through their actions.

Culture of compliance:

Leaders promote an environment where compliance is expected and valued. No one may ask a WorldSkills International employee or volunteer to break the law or go against the WorldSkills values and principles laid out in this Code of Ethics, or against WorldSkills International's policies, rules or regulations.

Reporting issues:

All stakeholders are encouraged to raise any questions or concerns about behaviour. WorldSkills International prohibits any party from taking retaliatory or punitive action against any person who reports a legitimate concern.

Confidentiality

WorldSkills International's stakeholders do not disclose information entrusted to them in confidence. No party discloses information for personal gain or benefit, or to damage the reputation of any person or organisation. The confidentiality of complainants is respected.

Compliance and accountability

The CEO is responsible for implementing and managing the Code of Ethics across the organisation and to its stakeholders. The Board of Directors is responsible for monitoring and governing the Code of Ethics. Persons found guilty of contravening the Code of Ethics may be subject to disciplinary measures according to the type and level of contravention and the agreement/contract associated with the person's or organisation's relationship with WorldSkills International.