



Code of Conduct

International Canyoning Academy (ICA)

PREAMBLE

In a mission to promote and develop nature activities in sports, culture, and education and with a strong purpose to develop training for Canyoning professionals, the role of members of the International Canyoning Academy (hereinafter referred to as ICA) takes on a prominent role. ICA's important role is not only due to the specific framework of its interaction with practitioners, professionals, and other agents, but also to what it represents as a behavioral model (with a necessary and fundamental educational component for ICA members). This document, ICA's Code of Conduct, is primarily intended to establish the essential rights and duties for correct behavioral conduct.

CONTENT

This Code of Conduct applies to all ICA members, regardless of their status. This document is organized by chapters and hierarchically, based on the training levels (set forth in the association's training rules). Thus, the principles and duties presented in these chapters should be abided by members with the training level corresponding to that chapter or higher.

CHAPTER I - SCOPE AND APPLICATION defines the purpose and use of this code of conduct. **CHAPTER II – GENERAL PRINCIPLES AND DUTIES** describes the principles and duties that generally apply to all ICA members (regardless of title or status) and should be interpreted as general principles of behavior to be adopted in any activity related to ICA, its partner entities, or to the category in general. **CHAPTER III - CANYONING PROFESSIONALS** presents the principles and duties that apply to ICA members with professional canyoning training. **CHAPTER IV – INSTRUCTORS AND ASSESSORS** explains the principles and duties applicable to instructors and assessors. It is understood that the principles and duties outlined in **Chapter III** are intended for canyoning professionals, so instructors and assessors must also abide by them, as they are also professionally trained in canyoning.

CHAPTER V - MANAGEMENT BODIES presents the principles and duties applicable to all ICA management bodies. In addition to the principles and duties set out in this chapter, it is understood that the management bodies must also comply with the principles and duties established in the chapters concerning their titles.

CHAPTER VI - FINAL PROVISIONS sets forth the legal rules, the definition of conflict of interest, performance in terms of disciplinary sanctions, and the definition and objectives of the committee for the ICA code of conduct.

CHAPTER I

SCOPE AND APPLICATION

Article 1. Scope

The primary purpose of this document is to establish a code of conduct that serves as a line of ethical and moral behavior that applies equally to all ICA members and which constitutes an internal standard of mandatory compliance.

Article 2. Application

The Code of Conduct is a self-regulatory instrument that establishes the set of principles and values for behavior (ethical and moral) which must be recognized and adopted by all members and associates of the ICA structure, without prejudice to other standards of conduct applicable by law or regulation.

CHAPTER II

GENERAL PRINCIPLES AND DUTIES

Article 3. General principles of conduct

The following general principles of conduct are defined broadly, and each member must follow them in terms of conduct/attitude as an ICA member:

- **Rigor** – constantly updating social and technical skills and knowledge.
- **Integrity, transparency, and honesty** - conduct that avoids conflict, is positive, and dignifies the individual and the entities they represent. Moreover, they must preserve honest, fair, sound, and consistent conduct. Must have a neutral and careful presentation.
- **Ensure interest and development in Canyoning** – efforts in professional and/or sports training relative to the activity in peripheral areas, with the purpose of advancing the activity.
- **Impartiality** - independence and impartiality, avoiding any pressure that impedes their compliance with their duties.
- **Respect** - comply with and encourage a professional, athletic, and rigorous spirit towards other professional or sports entities. Develop the values of coexistence and tolerance that the activity can promote.

Article 4. General duties of conduct

These are the following general duties of good conduct in the practice of canyoning:

- Team spirit/mutual help, respecting all those involved in the activity, particularly professional colleagues, practitioners, clients, and local communities.
- A friendly attitude toward other practitioners even if they do not adhere to the same principles as ICA members.
- Always have and implement an attitude of sharing knowledge/experience, focusing on the activity's evolution in the community.
- A respectful attitude toward the environment and its preservation by not creating negative impacts through practice of the activity. Must also respect and support the local communities where the activities take place.
- Inform the relevant authorities of any abnormal events or risks observed.
- Keep information updated on the association's platform (logbook - if applicable, report incidents and accidents, personal information, changes in techniques used, among other information that is considered essential to the activity's evolution). Reporting incidents/accidents is very relevant, and it is important for associates to

bear in mind. ICA aims to promote reflection on incidents/accidents through reports of situations experienced by members, so as to prevent similar situations in the future. This will allow us to analyze the techniques through which the incident/accident occurred and improve the activity based on these reflections.

- Whenever possible, participate in the assemblies and scheduled activities of the association.
- Make effort to suggest improvements to the activity and the association, thereby promoting the good name of ICA and its partner entities.
- Do not offend the dignity of a person or group of people through words or acts of contempt or discrimination regarding ethnicity, culture, religion, or gender.

Article 5. Canyoning practitioner's general duties of conduct

Aside from the abovementioned items, it is understood that practitioners of the activity must adopt the following duties:

- Make a commitment to the activity/profession to maintain/improve the appropriate technical levels for safe practice. As for the physical component, ensure the requirements established in the ICA training rules, bearing in mind that the rules are considered the acceptable minimum. It is understood that the higher the level of training, the greater the physical investment should be, given the responsibility assumed.
- Periodically check the personal protective equipment and ensure that it is suitable for safely practicing the activity by following the manufacturers' instructions. Perform frequent inspections based on each manufacturer's standards.
- Consciously use existing anchorages and rails, thereby minimizing negative environmental impact.
- Be aware of the dangers inherent to practicing the activity by avoiding situations which put themselves and/or others at risk (paying particular attention to weather conditions and the flow of each waterway).
- Provide assistance, within their skill set, in emergency situations that occur while practicing the activity.
- Be aware of their training level and experience and not endanger themselves or others. They must not place themselves in a position above their level of training. For example, an auxiliary guide should not lead groups without the presence of a professional guide.
- Inform/alert the canyoning community (practitioners and professionals) of any abnormal events or risks observed.

Article 6. Rules of Conduct

Members must always behave fairly and appropriately in activities within the scope of ICA or its partner entities. Members must not behave inappropriately or perform any action or inaction that may harm the interest of the activity and give it a negative image.

In general, ICA members must abide by the following:

- Refrain from any action or inaction, exercised either directly or indirectly by a third party, that may be viewed objectively as an improper benefit to a third party, whether they are an individual or an entity.
- Refrain from using or allowing third parties to use, assets, or resources that are exclusively available to them as a member of ICA (e.g., insignias, the association's equipment, etc.) outside the parameters of reasonableness and social acceptability.
- Ensure a rigorous and uniform image of ICA or its partner entities. The insignias must be glued and/or sewn onto the neoprene and/or lycra suit on the left arm. Please note that these insignias may only be used by members.

CHAPTER III

CANYONING PROFESSIONALS

Article 7. Auxiliary's principles and duties of conduct

An auxiliary canyoning guide must be able to integrate a professional canyoning activity by considering all the techniques and skills that an auxiliary should possess.

In addition to the general principles and duties set out in **Chapter II - General Principles and Duties**, an auxiliary canyoning guide must also fulfill/consider the following duties:

- Assist the professional canyoning guide with preparing and conducting the activity.
- Provide assistance to the group in down-climbing passages, assemble appropriate systems for each maneuver, support the guide in anticipation of important situations for everyone's safety.
- Must be proactive and ensure rigor and effectiveness in performing their duties.
- Must always communicate their intentions regarding planning and execution of the maneuvers for the route with the guide.
- The auxiliary must carefully assess their ability and willingness to do more than one course on the same day.

Article 8. Professional guide's principles and duties of conduct

A professional canyoning guide must be able to lead a professional canyoning activity, bearing in mind all the techniques and skills a guide should possess. They must be aware of the responsibilities and issues arising from their professional integrity at all times.

Aside from the general principles and duties set out in **Article 7**, a professional canyoning guide must also fulfill/keep in mind the following duties:

- The guide is responsible for planning the route and ensuring that weather conditions are appropriate for practicing the activity at that location and date.
- Evaluate and decide if the number of participants is suitable for the defined route, observing safety and respecting the ratio between the number of guides and participants (1 guide for every 7 participants; if this number is exceeded, the presence of canyoning professionals (guides or auxiliaries) is required - according to the good practices taught in ICA training).
- Before starting an activity, the guide must assess the group's level of ability, experience, and goals in order to decide the most appropriate route. It is important to make the group aware of the dangers associated with the activity and to be concerned with discovering any existing health problems that might compromise the activity's success.
- ICA procedures must always be followed - use of SAFER, double checking assembled systems, among other precautions taught in ICA training.
- The guide is responsible for verifying and ensuring that the client is properly equipped to perform the activity. They are also responsible for verifying that the client has all the necessary collective protective material and that it is in good state.
- The guide leads, instructs, advises, and orients the whole group as they practice the activity. The guide makes sure that the client is aware of the risks associated with practicing the activity by indicating the necessary safety rules that minimize their occurrence.
- The guide must be careful and alert. Whenever decisions need to be made on issues related to group safety in the activity, the guide must play a proactive role in decision making.
- The guide must carefully assess their ability and willingness to conduct/lead more than one course on the same day, primarily focusing on all the participants' safety.

CHAPTER IV

INSTRUCTORS AND ASSESSORS

Article 9. Principles and duties of conduct

In addition to the principles set out in the foregoing chapters, the instructors and assessors responsible for ICA training are governed by the following duties:

- Provide training solely and exclusively at ICA or its partner entities. They may only provide the ICA training model at ICA, its partner entities, or other entities with the approval of ICA's board. They must always ensure that there is no conflict of interest.
- Follow the rules and procedures defined for each course/workshop and strive to fulfill the content defined (as provided for in ICA's **Professional Training and Development Rules**).

- Comply with the ratio of 1 trainer to 4 trainees, pursuant to Article 17 of ICA's **Professional Training and Professional Rules**.
- Exercise the role fully, neutrally, independently, and impartially. Exercise neutrality when assessing each trainee and be clear and objective when defining the assessment rules for each course/workshop.
- Ensure equal opportunities for trainees throughout the courses by adapting the educational method to their needs, if necessary.
- Make effort to implement gender equality rules in the content taught and in the assessment.
- Strive to get the message across to all trainees and for them to succeed.
- Understand the differences between the instruction and assessment of a professional and sports course.
- Ensure the trainees' safety in the practical component of the courses/workshops.
- Keep a positive attitude and professional rigor in all circumstances.
- Respect colleagues in the activity and foster a healthy and supportive relationship among everyone.
- Make effort to improve teaching techniques and methods, based on the understanding that they bring improvements to the activity.

CHAPTER V

MANAGEMENT BODIES

Article 10. Conduct guidelines

ICA's management bodies comprehend all the members who have decision-making power within the association: The board, management team, general assembly, audit committee, and technical committees.

ICA members and other members of the management structure who exercise roles at the ICA organization level are bound by a set of guidelines, which include:

- Awareness of the importance of their role as well as their obligations and responsibilities.
- Demonstrate an ethical attitude while performing their duties and must behave and act with full credibility and integrity.
- No abuse in any way of their position arising from their role, especially for personal gain or purposes.

- Prevent all situations that may give rise to conflict of interest.
- Ensure that members' personal rights are protected and secure.

Article 11. Principles and duties of conduct

These members' duties are not limited to the strict and rigorous fulfillment of their tasks and go beyond this superior responsibility. In this context, the general objectives for all members with responsibility in the ICA structure are as follows:

- Promote professional and sports ethics and the development of a spirit of responsibility and rigor.
- Defend the health and safety of practitioners and professionals.
- Value and demand respect among the various participants, regardless of their ancestry, gender, sexual orientation, race, language, place of origin, religion, political or ideological beliefs, education, and economic or social status.

CHAPTER VI

FINAL PROVISIONS

Article 12. Conflict of Interest

There is a conflict of interest when one can reasonably and seriously doubt the impartiality of the conduct or decision of any associate or member of the ICA structure. In other words, there is a conflict of interest when the associate has or appears to have private or personal interests that may prevent them from fulfilling their obligations with integrity, independence, and impartiality. Private or personal interest refers namely to personal benefits or benefits for family, friends, or acquaintances.

Article 13. Prevalence of Legal and Regulatory Duties

In the event of a conflict between the provisions of this code of conduct and the principles and rules in the Law or Rules applicable to the activities covered by this Code, the latter shall always prevail.

Article 14. Disciplinary Sanctions/Violation of the Code of Conduct

An ICA member's violation of the rules in this code of conduct may constitute a disciplinary offense and may lead to sanctions.

Article 15. Committee for the ICA Code of Conduct

The Committee for the ICA Code of Conduct must include 3 figures:

- 1 appointed by the Board
- 1 appointed by the Body of Instructors
- 1 appointed by the General Assembly

The committee for the ICA code of conduct is responsible for assessing compliance with the principles established in this code of conduct. The committee for the ICA code of conduct is also responsible for overseeing and disclosing this code, as well as defining applicable sanctions, in close coordination with the association's other bodies.

By the Board's proposal, the ICA General Assembly appoints the committee for the ICA code of conduct for renewable three-year terms.

Article 16. Review and closing the gaps

This Code may be reviewed at any time. The committee for the ICA code of Conduct is responsible for reviewing, closing existing gaps, and clarifying any questions arising from its interpretation.

The committee for the ICA code of conduct is also responsible for submitting changes made to the association's general assembly.

Article 17. Effective date

This Code of Conduct shall go into effect on the following business day after its approval in the association's general assembly.