

Code of Ethics & Conduct

WorldSkills Asia

General Information and Impact

Overview

WorldSkills Asia is an international body and a movement promoting the ideals of quality skilled work and vocational education and training including the recognition of skilled professionals across Asian region. The organization aims to increase awareness on the importance of professional excellence and high-quality vocational education program at Asian level. We envisioned to make a better world through the power of professional excellence and shows the value of skills for personal advancement and economic growth and stability.

The foundation of the world we live in, with its modernity and style is Skills. It is very evident that all the things we see around us, whether at home or in the communities we belong, everything is created, crafted and built by skilled professionals. The motivating force behind any successful careers, organizations, institutions, thriving industries and economies is the skilled workers and professionals including the training structures that they represent.

The social and economic sustainable development is a big factor to the over-all economic success. As an international movement, WorldSkills Asia will provide a platform for Asian educators, policy makers, industry partners and other organizations to get together and exchange insights, thoughts and ideas about innovation, enhancing the technical and vocational education and training and possible collaboration with various institution in order to leverage and build self-sustaining activities. Focusing on the four major areas: Promoting Skills, Education and Training, International Cooperation and Skills Competitions, WorldSkills Asia would be able to demonstrate the power of skills as a major contributor to the economic growth and stability of a community, society and the country at large.

WorldSkills Asia acknowledges the responsibility that we, as a global movement, together with all its Member organizations, partners, Executive Bodies and Secretariat must accept and carry out to be the role models to emulate for multi-cultural students and young professionals we can influence.

All persons and organizations who are part of WorldSkills Asia whether as officers, workers, members, partners, including those will enter into a collaboration, are expected to respect, practice, and uphold the policies and the ethical values that are jointly described to as the WorldSkills Asia Code of Ethics and Conduct.

The ethical values and foundations of WorldSkills Asia is outlined and described in the Code of Ethics.

How to observe, implement and adhere to the ethical behavior in the day-to-day operation of the organization is outlined in this Code of Conduct.

It is expected that everyone representing WorldSkills Asia or its brand in any capacity should observe the minimum standard of behavior set forth by the organization. The Code of Ethics applies to all the operations including internal and external dealings with stakeholders, member organizations and most especially with co-workers.

WorldSkills Asia is focused in four major platforms and each one have their specific time table of plans and actions.

Impact

In creating policies, guidelines and procedures, or any documentations including rules in every competition, WorldSkills Asia encourages all developers to always consult this Code of Ethics and Conduct to guarantee and preserve the ethical standards and operational compliance set forth.

Vision

Empowering and improving the Asian countries through the power of skills.

Mission

Our Mission is to elevate the profile and recognize the skilled people in Asia and demonstrate how important the skills are in achieving economic growth and personal success.

Position

WorldSkills Asia is the intercontinental hub for skills excellence and development in Asian Region.

Code of Ethics

WorldSkills Asia values and ethical foundation to be observed by all member countries, member organizations including all its delegates and representatives.

Values and Ethical Foundations

As an independent body, WorldSkills Asia's core values are transparency, honesty, integrity, fairness, diversity, and excellence.

As a newly born organization, WorldSkills Asia believe that setting up the core values is the first step of ensuring a smooth and quality movement of the organization. These core values will be the groundwork of the organization as we journey to its core business of conducting competitions, promoting excellence through high-quality education and training, elevating the skills and level of competency for all members and fostering international cooperation and involvement across Asian countries.

Scope

WorldSkills Asia is mandating everyone to adhere to this code that explains the minimum standard of behavior expected to any person representing the organization or its brand. The outlined code is applicable to all the operations of WorldSkills Asia, starting from internal to external operations, everyday dealings with colleagues, Member countries, TVET and delegates, partner organizations, and/or any person representing or dealing with WorldSkills Asia in any capacity. Generally, this means any person who may be rightfully permitted to attend WorldSkills General Assembly, Competitions, events, any activities and day-to-day operations.

Commitment to Human Rights

It is expected that Member Countries, Representatives and Partners of WorldSkills Asia will respect the behaviors specified in the following:

- Universal Declaration of Human Rights

www.un.org/en/universal-declaration-human-rights/

- The International Covenant on Civil and Political Rights

www.ohchr.org/EN/ProfessionalInterest/Pages/CCPR.aspx

- The International Covenant on Economic, Social and Cultural Rights

www.ohchr.org/EN/ProfessionalInterest/Pages/CESCR.aspx

- The ILO Declaration on Fundamental Principles and Rights at Work

www.ilo.org/declaration/thedeclaration/lang--en/

- The UN 2030 Agenda for Sustainable Development Goals

<http://undocs.org/A/RES/70/1> The UN Women HeForShe campaign www.heforshe.org/

Environment

It is very important for all human life to maintain a healthy, balanced life and supportable environment. Part of WorldSkills Asia's commitment to the country and society is to lessen environmental impact in our conduct of operations and business. We will also take part and integrate the value of environmental conservation in performing and executing the four pillars with the member organizations and partners.

Global Community Involvement

Being a part of a changing and growing global community, WorldSkills Asia accepts its responsibilities with careful thought and consideration. WorldSkills Asia recognizes that it can only be responsible on areas that are within its full control.

WorldSkills Asia will do its best to work together with other organizations who embraces similar ideals and high standards and will make every effort to influence others in all areas of its operation.

Code of Conduct

This code describes how the ethical behavior within the organization will be observed at work on a day-to-day operation.

Introduction

Considering the diverse status, economic condition, cultural and social differences of WorldSkills Asia community, this Code of Conduct hereby outlines and describes the ethical behavior to be observed for our international organization.

Overview

The described outline in this code is applicable to everyone working and representing WorldSkills Asia brand in any capacity, whether individual, by groups or association. This will serve as a guide to the General Assembly, Member Representatives and TVET, Board of Directors, Secretariat and all Staff in their daily work, making decisions, dealings and interactions. It is important that every individual representing WorldSkills Asia must be faithful and obliged to uphold the highest ethical standards with integrity and responsibility. All persons who form part of WorldSkills Asia in any extent, must promote and support the organization's values and principles, and must act according to the core values and ethical standards set forth. It is the responsibility of the Members and their representatives to promote the movement and its principles to all TVET/stakeholders in their respective countries.

The significance of this code to the WorldSkills Asia development depends on how WorldSkills Asia will create and impact the world and its community to cultivate a culture of innovation, partnership, equality and honesty.

Ethical Principles of WorldSkills Asia

WorldSkills Asia is a non-profit, independent membership organization. As such, we will work willingly and helpfully with individuals, countries and regions, profit or non-profit institutions, with government sectors and international groups, only if it within the policies and priorities established by our executive bodies:

In our dealings with everyone whether internal or external affairs, we commit to be responsible, honest and transparent with each other.

We will respect every human being, consider the privacy and professional rights of our Members and colleagues, and will be efficient, faithful and honest in performing our duties.

We will be fair, politically neutral, and no partiality shall be extended to anyone regardless of race, origin, status, religion and beliefs.

In the event of conflicts, it will be addressed and resolved with utmost transparency and positively giving due respect to privacy and professional rights of those involved and details will only be released as necessary for the best interest of the global movement.

Any aggravation, provocation or sexual harassment will not be permitted in all our activities.

For the best interest of WorldSkills Asia, any financial support will only be accepted as long as our ability to tackle issues independently, carefully, objectively, and without restriction is not compromised.

We will cultivate a culture of professionalism and value driven performance to uphold a legacy of trust and confidence to all those we deal and interact with. Any corruption or bribery of any form will not be tolerated.

We will ensure that dissemination of information and active consultation with Members who are directly affected with the new policies developed and implemented will be organized.

We will uphold and support the highest standard of honesty and truthfulness in making commitments for any service delivery or programs

Practical Guidelines

Basic Standards of Conduct

WorldSkills Asia understand the diversities of people doing different roles within the organization. The described basic behavioral standards will be practices and displayed by the Board of Directors, Secretariat and accredited personnel. Such standard will be cascaded to all other person who represent WorldSkills Asia and its brand to be followed and serve as a guide for their individual behavior in similar situations.

Board of Directors and Chief Executive Officer

The Members of the Board of Directors and the Chief Executive Officer support and pledge to the outlined principles of public service. The following is the language adopted for the purposes of WorldSkills Asia:

1. Honesty

In order to protect the brand WorldSkills Asia, members of the Board of Directors and the CEO shall declare any private interests concerning to their performing of duties and shall resolve any conflict of consequences thereto

2. Integrity

The Board of Directors and the CEO will not engage themselves in any financial gain and/or obligation to any individuals, groups or association that will try to manipulate them in decision making and in performing their official duties.

3. Transparency

The Members of the Board of Directors and the CEO will be transparent as possible in every action taken and, in their decisions, made. Unless the Member, the partner or any individual's privacy and integrity will be at stake, reasons behind every decision should always be revealed and explained.

4. Equality

Members of the Board of Directors and the CEO will be fair, neutral and impartial in their actions and decision-making pertaining to operations and activities of WorldSkills Asia.

5. Accountability

Members of the Board of Directors and the CEO are responsible for their actions and decisions to Member countries, organizations, and TVET and must present themselves willingly and openly to whatever examination or inspection that is deemed necessary.

6. Objectivity

When conducting WorldSkills business, the members of the Board of Directors and the CEO will make choices based on merit, and that includes setting appointments, awarding of contracts, and giving recommendations to individuals for benefits and rewards.

7. Selflessness

The Members of the Board of Directors and the CEO will perform solely for the best interest of WorldSkills Asia brand and will not do anything in order to gain any benefits particularly financial for their personal interest.

8. Leadership

Members of the Board of Directors and the CEO will uphold these values and ethical principles by setting good leadership example.

Secretariat

- Members of the Secretariat shall treat each other and those they work with utmost respect and consideration, always mindful to the diverse nature of the organization that includes differences in region and culture, background and status, religion and beliefs, language and sexual orientation.
- The members of the Secretariat shall communicate and discuss openly with each other any issues and matters related to fulfilling their duties and responsibilities effectively and efficiently.
- In dealing with personal information, members of the Secretariat must give due respect to each other's privacy and the private lives of their colleagues.
- WorldSkills Asia accepts to maintain proper consultation with any Secretariat Member before taking any decision especially if there will be an impact to the Secretariat member.

Accredited Personnel

WorldSkills Asia understands that in Skills Competition, all persons holding positions are selected and appointed by the Members based on their individual criteria. These persons are also expected to be responsible to carry out their preparation and delivery of the skills competition in accordance with the Competition Rules and the Code of Ethics and Conduct. Any appointed or accredited person who attempts to manipulate or influence the result in any competition by a breach of whatsoever in the Code of Ethics and Conduct will discredit not only themselves but their team, Member country and WorldSkills in general. Such behavior will have a serious impact on their participation as a team and as a Member country not only at present but also in the future (refer to consequences, sanctions and penalties).

Other Elements of Conduct

Compliance with Law

WorldSkills Asia is committed to abide with the laws and regulations whenever and wherever the activities are held and that staff and all workers involved in any activities have undergone the necessary training to avoid if not minimize any legal risk.

Business Integrity

WorldSkills Asia will make every effort to be a good corporate citizen and will fulfill its duties and responsibilities to the country and to the community where it operates.

Financial Independence

WorldSkills is not accepting any funds or any resources that may affect and damage the independence and/or image of the organization in fulfilling its mission. As such, WorldSkills Asia will:

- Accept donations only from those sharing the WorldSkills ethical principles, values and objectives;
- Observe equality and fair distribution among all resources solicited from charitable organizations, public and private sectors contributions and individual donations.
- Not accept contributions under any condition that WorldSkills will be hindered or influenced from doing independent action and in fulfilling its objectives and missions.

Hospitality, Gifts, Cultural Integrity, and Anti-Corruption

- Each Members country have its own interpretation, understanding and demonstrating the term hosting or hospitality due to the difference in culture. WorldSkills Asia will respects the culture but encourages the host to do careful and conservative planning.
- WorldSkills Asia appreciates and promotes the planning of culture displays and staging of performances that will highlight the talents and achievements of the performers rather than an extravagant treatment for the audience.
- The giving and receiving of gifts and souvenirs are important factor in building relationships as well as demonstrating respect for each other. WorldSkills will allow such practice of exchanging gifts as a token of friendship, however, it should only be done between individuals in modesty.
- We do not encourage or recommend any extending of gifts or special privileges to large groups or meetings participants.
- We prohibit offering and accepting any kind of special gifts, accommodation of any form which are designed to induce or maybe perceived as attempts to influence or gain favor in all circumstances.
- In all aspects of WorldSkills Asia activities, fair practices and integrity are expected and necessary in compliance with all the elements of this Code of Ethics and Conduct and therefore, all those we have relations and partnership are expected to observe the same standards.
- Corruption will not be tolerated by WorldSkills Asia and does not permit any form of bribery.

Risk Management and Data Protection

- Risk management strategies will be implemented on all areas of operations and will implement procedures in order to protect and maintain the organization reputation and integrity.
- While WorldSkills Asia will establish its own standard of data integrity, it will also comply strictly with the significant rules of data protection in each country where the activities are held.

Consequences, Sanctions, and Penalties

Any WorldSkills representative may be subjected to the imposition of penalties or sanctions due to an intentional, planned or obvious breach of the behavioral standards set forth and described hereto.

The Board of Directors has the power and is authorized to determine directly or through its officials the following:

- Penalty or sanction to be imposed,
- Effectivity date of the penalty, and
- The length or duration of the penalty or sanction.

The judgements will be made by the officials on the basis of “proven evidences”, facts and data, but will be guided by the described ethical principles and the principle of justice for all at all times.

The outlined sanctions and penalties may be imposed in any given situation and the scope may include but not limited to:

- a warning, written or verbal
- cancellation of participation in a Competition, any event or at the General Assembly;
- prohibited from a Competition, event or General Assembly;
- a financial fine to a Member
- removal of all or some of the privileges of membership
- elimination from the bidding process; or
- Recommendation to the General Assembly for expulsion from the Membership (refer to Constitution Article 7.1), in case of extreme offence.

The Ethics Committee may be created by the Board of Directors to delegate their authority of imposing penalties and sanctions. The Board will determine and establish the extent of authority and recommending power of the Ethics Committee or similarly named committee.

Current Jurisdictions / Present Authorities

- The Board of Directors and/or Ethics Committee will supervise and deal with any (alleged) breaches of the Code of Ethics and Conduct including at the Competition but not related to skills competitions.
- The Hearings Committee will be in-charged of dealing with any (alleged) breaches of the Code of Ethics and Conduct at the Competition concerning skills competition that are not covered by the Rules.
- Any (alleged) breaches of the Rules concerning skills competition will be dealt and resolved within the Committee in-charge of the Competitions.

Amendments

To guarantee the importance and applicability of this document, the Board of Directors will evaluate and review this code prior to each General Assembly. Any changes and/or revisions will be submitted to the General Assembly for discussion and approval.