

## UNDERTAKING

***By signing this Undertaking I confirm my commitment to adhere to the principles set out and referred below.***

### **1. General Obligations**

- 1.1 I understand and accept that, as a representative or a member of an official APC organisation (or as someone standing for election to an APC organisation), I am a member of the Paralympic Family. I agree to be bound by the rules and procedures set out in the IPC/APC Handbook and any other regulations adopted by the APC.
- 1.2 I confirm my commitment to the Paralympic ethos and I undertake to endorse and support the Vision, Mission and Objects of the APC.
- 1.3 I acknowledge and agree that while I am carrying out any function for or on behalf of the APC, I will put the interests of the APC first and will avoid any situation where my own interests conflict with those of the APC.

### **2. Code of Ethics**

I have read, understood and will comply with the IPC's Code of Ethics which I understand is adopted by APC as part of the APC Handbook.

### **3. Specific Obligations**

In addition to the obligations set out in the Code of Ethics and other APC regulations I:

- (a) undertake to comply with regulations or decisions as approved by the APC organisation of which I am a representative, member or candidate for election;
- (b) undertake to attend all formally scheduled meetings and events relevant to the relevant APC organisation (and, in the case of the Board of Executives attend the Asian Para Games for the full duration of the Games), except where I am prevented from doing so due to reasons beyond my reasonable control, in which case I shall justify any such non-attendance to the APC Organisation as requested; and
- (c) acknowledge and accept that English is the official language of the APC.

### **4. Conflict of Interest**

I confirm that I have read and understand Section 2 of the Code of Ethics headed "Conflicts of Interest". I undertake to respect and comply with the obligations set out in that Section.

### **5. APC Assets and Information**

I understand that, in the performance of my APC duties I may create, use or be provided with access to APC property, records and data. I undertake to ensure that any such property, records and data will only be used by me in the proper discharge of my functions as an APC official. The ownership of this information and the materials remains with the

APC at all times and must be delivered up to the APC or destroyed as directed by an authorised representative of the APC.

## **6. Gifts, Gratuities and Prizes**

- 6.1 I confirm that I have read and understand Section 5 of the Code of Ethics headed "*Gifts, Gratuities and Prizes*".
- 6.2 I will comply with the APC's policies as may be in force from time to time in relation to sums paid and received as *per diem* and *honorarium* payments.

## **7. Intellectual Property Rights**

- 7.1 I agree that all intellectual property rights (including copyright, registered and unregistered trade marks, registered and unregistered design rights, database rights and rights in know how) in materials that have been created by me in my capacity as an APC official are to be the exclusive property of the APC.
- 7.2 I assign all present and future rights (including copyright and other intellectual property rights) in any documents, designs, concepts or other materials created by me for or on behalf of the APC or in the course of my involvement in the APC. I also waive all rights of authorship and other so-called "moral rights" in and to such materials. I undertake to promptly execute any further documents that may be necessary to formalise this assignment of rights, as may be requested by the APC.
- 7.3 The APC will endeavour to provide an appropriate credit to individuals who create relevant materials on behalf of the APC.

## **8. General**

- 8.1 I understand that:
  - (a) any exception to any of these principles must be reported to the APC Ethics Committee or the Board of Executives;
  - (b) if an exception to these principles effects a proposed transaction, that exception must be approved by the Board of Executives on the advice of the Legal and Ethics Committee before proceeding with the relevant transaction;
  - (c) failure to comply with these principles will not only be a violation of the APC Policy, but may also be illegal and could result in civil or criminal liability on my part; and
  - (d) any infringement of these principles may be subject of further investigation, may lead to sanctions being imposed in accordance with the relevant Bylaws and/or Code of Ethics, Rules and Regulations and may eventually lead to the termination of my membership in accordance with such Bylaws, Codes, Procedures, Rules and/or Regulations.

Surname: ..... First name(s): .....

APC Organisation: .....

Signature:.....

Date:.....