

ANNEXURE C

Code of Conduct of the Microlight and Sport Aircraft Association of South Africa

An Aviation Recreation Organisation

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This Code of Conduct Annexure forms part of the Manual of Procedures of
THE MICROLIGHT AND SPORT AIRCRAFT ASSOCIATION OF SOUTH AFRICA

MISASA is a registered ARO in terms of Part 149 of the South African Civil Aviation Regulations

ARO 007



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1. Introduction

- 1.1 MISASA expects its officials and members to subscribe to an ethical code of conduct based upon the three tenets of beneficence (the duty to do good), non-maleficence (the duty to do no harm) and justice (offenders to be treated fairly and required to rectify their wrongdoings and face the sanctions for the transgressions).
- 1.2 A code cannot cover every conceivable contingency and although it can be reasonably prescriptive in so far as the behaviour of officials is concerned, in the case of individual pilots one can only provide a guideline as to the type of behaviour that they should aspire to. All members are to act in MISASA's best interest.

2. Application

- 2.1 The code should apply equally to all levels of the organisation from employed staff, Management Committee members (both elected and co-opted), ordinary members of the ARO, *ad hoc* appointed officials which may include, Event Directors and competition administrators, safety and air marshals, appeals committees, instructors, approved persons and pilots.

3. MISASA Officials

- 3.1 MISASA Officials are expected to execute their respective portfolio responsibilities with diligence, enthusiasm, integrity and in accordance with the above principles by adhering to the following at all times:
 - 3.1.1 Maintain exemplary standards of personal, professional and ethical conduct in fulfilling all aspects of the position of a MISASA Management Committee member and/or Officer, including while interacting with MISASA members and all external organizations and individuals.
 - 3.1.2 Act in the best interest of MISASA while avoiding actions or decisions that could either bring the ARO into disrepute or be construed as unethical, illegal or contrary to the public interest.
 - 3.1.3 Communicate openly, honestly and in a timely fashion, while respecting confidentiality and individual rights, with MISASA members and any other individuals or organizations having a relationship with MISASA.
 - 3.1.4 Ensure that all regulations, guidelines and requirements are made freely available, conscientiously applied, upheld, regularly reviewed and amended.
 - 3.1.5 Investigate, evaluate, act and report on any safety, technical, procedural or disciplinary matters brought to their attention timeously in accordance

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with current regulations, devoid of favouritism and unencumbered by any external influences.

- 3.1.6 Disclose any potential conflict of interest situation resulting from involvement in MISASA activities, and where appropriate, exclude themselves from involvement in such activities
- 3.1.7 Keep privileged information confidential except in circumstances when doing so would result in a breach of regulations or ethical conduct.
- 3.1.8 Confidential information must be dealt with in terms of statutory acts e.g. POPI Act (Promotion of Personal Information Act) and the PAIA Act (Promotion of Access to Information Act).
- 3.1.9 Actively encourage diversity throughout the activities of the organisation.
- 3.1.10 Refuse to engage in or sanction discrimination on the basis of race, gender, age, religion, national origin, sexual orientation, physical appearance, or disability.
- 3.1.11 Exercise proper, legal and appropriate financial responsibility in all dealings with or on behalf of MISASA through maintaining accurate accounts and asset registers as well as being proactive in pursuing debtors.

4. Pilots

- 4.1 Pilots are the most visible of all MISASA members in respect of exposure to public scrutiny and should therefore:
 - 4.1.1 Ensure that they are appropriately licensed;
 - 4.1.2 Maintain their logbooks accurately and up to date;
 - 4.1.3 Comply with all regulations with regards to airspace restrictions, access controls and payment of fees;
 - 4.1.4 Treat other pilots and members of the public with respect and common courtesy (airmanship);
 - 4.1.5 Behave in a professional and creditworthy manner at all times;
 - 4.1.6 Report any safety related event or hazardous actions accurately and timeously;
 - 4.1.7 Follow the correct protocol when either addressing the media or raise issues which require to be addressed by the sport's national authorities.

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5. Instructors

- 5.1 Instructors also have additional responsibilities in introducing new members to the sport and must therefore ensure that they:
- 5.1.1 Emphasize safety at every opportunity;
 - 5.1.2 Only progress students who have comfortably achieved the required skills and knowledge taught in the earlier stages of instruction;
 - 5.1.3 Ensure that the training curriculum is fully covered as a minimum;
 - 5.1.4 Maintain their personal training qualifications and strive to advance their own proficiency, knowledge and teaching skills.

6. Special note

- 6.1 Becoming a member of MISASA is upon the proviso that the pilot will abide and actively live up to this Code of Conduct. The member accepts that they will be held accountable for any deed or action that does not comply and this may result in disciplinary action being taken. The disciplinary process could entail the member being subjected to investigation either by the Designated Authority in terms of SA-CAR Part 149 and/or SACAA in terms of SA-CAR Part 185. This may result in the immediate suspension of utilising the privileges of a licence or rating.

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