

### 3.0 CODE OF CONDUCT POLICY

Policy Category:	Business Operations
Approval Authority:	CEO & Board
Lead Responsibility:	Human Resources
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#### POLICY STATEMENT

Any individual employed by or engaged in activities on behalf of the Canadian Sport Institute Pacific (CSI Pacific) shall maintain the dignity and respect of clients and other Staff, Board and Volunteers. They shall respect the property of others and not willfully cause damage. They shall adhere to all applicable federal, provincial and municipal laws and comply with CSI Pacific by-laws, policies, procedures, rules and regulations.

CSI Pacific has adopted the *Universal Code of Conduct to Prevent and Address Maltreatment in Sport* (“UCCMS”), as amended from time to time (which shall be incorporated into this Code by reference at [Abuse Free Sport](#)). Any modifications or amendments made to the UCCMS by the Sport Dispute Resolution Centre of Canada (“SDRCC”) shall come into effect immediately upon their adoption by the SDRCC and automatically without the need for any further action by CSI Pacific.

This policy applies to all CSI Pacific Staff, Board Members and Volunteers.

#### APPLICATION

This policy will ensure a safe and positive environment within CSI Pacific workplace by making Staff, board and volunteers aware that there is an expectation, at all times, of appropriate behaviour consistent with CSI Pacific’s core values.

CSI Pacific supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all Staff, clients, board, and volunteers are treated with respect. Association with CSI Pacific, as well as participation in its activities, brings many benefits and privileges. Staff, Board and Volunteers are expected to fulfill certain responsibilities and obligations including complying with CSI Pacific’s policies, bylaws, rules and regulations, and *Staff Code of Conduct*. Conduct that breaches these values may be subject to disciplinary action (See Discipline and Complaints Policy).

This Policy also applies to Staff, Board and Volunteer conduct outside of CSI Pacific's workplace, business, activities, and events when such conduct adversely affects relationships within CSI Pacific and its work and sport environment and is detrimental to the image and reputation of CSI Pacific.

A Staff Board and Volunteer found to have violated this policy against any other employee, worker, contractor, customer, supplier, client or other third party while representing duties as a CSI Pacific staff or board and volunteer, or at any CSI Pacific event, will be subject to appropriate disciplinary and sanctions, as identified in the Discipline and Complaints policy. Refer to Staff Operational Guidelines for details on specific procedures and implementation related to this policy.

## SAFE SPORT

CSI Pacific is committed to Safe Sport to ensure that environments in which Staff, Board, Clients and Volunteers interact for the purposes of sport are free of maltreatment and are supported by and uphold behaviours defined in the UCCMS and identifies behaviours that apply to all Staff, Board, Clients and Volunteers.

A **UCCMS Participant** is any staff, contractor, volunteer and board member who has been designated by CSI Pacific at the National level, and;

- a) Is defined by an employment, contracting, board appointment or volunteer / student role agreement for the purposes of carrying out CSI Pacific business.
- b) has signed the UCCMS Participant consent form
- c) Is bound by the term (specific period of time) of the employment, contracting, board appointment or volunteer/student agreement with CSI Pacific that existed at that time regardless of whether the relationship may have been terminated by either party.

All individuals designated as UCCMS participant must refrain from any behaviour that constitutes a Prohibited Behaviour as defined by the UCCMS and this Code, and are responsible for knowing what actions or behaviours constitute Prohibited Behaviours and Maltreatment. Prohibited Behaviours under the UCCMS include, but are not limited to:

- Physical Maltreatment
- Psychological Maltreatment
- Neglect
- Sexual Maltreatment
- Grooming
- Boundary Transgressions
- Discrimination
- Failing to Report
- Aiding and Abetting
- Retaliation

- Interference with or Manipulation of Process
- False Reports

In addition to the Prohibited Behaviours as defined by the UCCMS, this Code sets out other expected standards of behaviour and conduct for all UCCMS Participants and any failure to respect these expected standards of behaviour may constitute a breach of this Code. Staff are also required to follow all applicable workplace policies and procedures.

## WORKPLACE BEHAVIOUR

All Staff, Board and Volunteers have the right to expect, and the responsibility to create, a workplace where all individuals are safe and treated with respect and dignity. Therefore, the conduct and language of Staff, Board and Volunteers in the workplace must meet acceptable social standards and contribute to a positive work environment. All Staff, Board and Volunteers conduct shall not compromise the integrity of CSI Pacific. Staff will adhere to the Staff Code of Conduct policy as well as this Code.

Any form of violence, workplace bullying, harassment of any kind including sexual harassment, or any discriminatory act toward any individual by Staff, Board, Volunteer, Client, or any other interested party involved with CSI Pacific is taken seriously by CSI Pacific and is explicitly prohibited.

Workplace behaviours are upheld through WorkSafeBC standards and apply to interactions and behaviours in the normal working environment.

**Discrimination** is an action or a decision that treats a person or a group negatively for reasons based on any of the prohibited grounds covered by the British Columbia *Human Rights Code*. The prohibited grounds are race, colour, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex, sexual orientation, age, political belief or conviction of a criminal or summary offence unrelated to the individual's employment.

**Sexual Harassment** includes any behaviour involving unwelcome conduct of a sexual nature including, but not limited to, sexual advances, requests for sexual favours or other communication (verbal or written) or physical conduct of a sexual nature that the person knew or reasonably ought to have known would cause that Staff, Board and Volunteers to be embarrassed, humiliated, offended and/or intimidated. Any abuse of power in exchange for sexual favours is considered sexual harassment.

**Violence** is the attempt to exercise physical force against a Staff, Board and Volunteers in a workplace, that causes or could cause physical injury to the Staff, Board and Volunteers. Violence in the workplace is unacceptable and will not be tolerated.

**Bullying and Harassment** includes any inappropriate conduct or comment by a person towards a Staff member that the person knew or reasonably ought to have known would cause that Staff, Board and Volunteers to be humiliated or intimidated.

**Cyber-Bullying** includes forms of bullying and harassment through electronic communications, i.e. e-mail, text messaging, social networking and websites. Sending derogatory or threatening messages or sharing personal and confidential messages or images are examples which will not be tolerated.

***Bullying and harassing behaviours do not include:***

- expressing differences of opinion
- offering constructive feedback, guidance or advice about work-related behaviour; or
- reasonable action taken by CSI Pacific, a Lead, or a Director relating to the management and direction of Staff, Board and Volunteers, or the place of employment (e.g. managing performance, taking reasonable disciplinary actions, assigning work)

**STAFF, BOARD AND VOLUNTEER RESPONSIBILITIES**

CSI Pacific Staff, Board and Volunteers must:

- not engage in workplace behaviour that includes discrimination, bullying, harassment or violence or other forms of maltreatment.
- Refrain from prohibited behaviours as defined in the UCCMS.
- report any discrimination, bullying or harassment that is observed or experienced.
- Report any witness to or suspicion of prohibited behaviours as defined by UCCMS and other applicable conduct policies of CSI Pacific.
- apply and comply with the complaint procedures and disciplinary action.

Staff, Board and Volunteers are required to maintain the highest standard of behaviours which include but not limited to:

- Demonstrating respect to staff and clients regardless of body type, physical characteristics, athletic ability, gender, ancestry, colour, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion religious belief, political belief, disability, or economic status.
- Consistently demonstrating the spirit of sport leadership and ethical conduct.
- Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory.
- Consistently treating staff and clients fairly and reasonably.

- Refraining from prohibited behaviours as defined in the UCCMS and other applicable conduct policies of CSI Pacific.
- Reporting any discrimination, bullying or harassment that is observed or experienced;
- Reporting any witness to or suspicion of prohibited behaviours as defined by UCCMS
- Ensuring the Rule of Two when meeting with athletes particularly in interactions with minors in vulnerable situations (such as closed-door meetings, travel, and private training environments) by ensuring that more than one adult is present. Note that the Rule of Two may be waived where staff role is superseded by professional practice designated by staff's professional organization and in performance of duties within CSI Pacific. (E.g. Medical, Physiotherapy, Clinical Counselling).
- Undergoing appropriate background screening prior to interacting with athletes which may include but not be limited criminal record checks, job interviews and reference checks (as stated in HR policy, section c).
- Taking appropriate training related to SafeSport and ethical practices as required by CSI Pacific. This may include, depending on role: Commit to Kids Training; Safe Sport Training; NCCP Make Ethical Decision; Respect in Sport or Respect in Workplace
- Ensuring that appropriate training and qualifications related to job roles (first aid, CPR, professional certifications), and other training as required within overall staff policies are obtained, upgraded and re-certified as needed.
- Following National and Provincial guidance for concussion awareness, prevention, detection, surveillance, and management., which may involve ongoing training that refers to specific return-to-sport protocol compliant with the latest Canadian Guideline on Concussion in Sport from National Sport Organizations.
- Ensuring application of specific return-to-sport protocols compliant with the latest Canadian Guideline on Concussion in Sport from National Sport Organizations
- Refraining from the use of power or authority to coerce another person to engage in inappropriate activities.
- Refraining from any behaviour that constitutes a conflict of interest as defined in the Conflict-of-Interest Policy
- Disclosing any known criminal activity (charged or convicted).

## ANTI DOPING

CSI Pacific Staff, Board and Volunteers shall:

- According to WADA and CCES Codes (section 10.14), refrain from associating with any client for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision, who has incurred an anti-doping rule violation as announced by the Canadian Centre for Ethics in Sport (CCES) and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program (CADP) and/or the World Anti-Doping Code and recognized by the CCES. Cooperate with any Anti-Doping Organization that is conducting an investigation into any anti-doping rule violation(s)
- Refrain from any offensive conduct toward a Doping Control official or other individual involved in Doping Control, whether or not such conduct constitutes Tampering as defined in the CADP
- Abstain from the non-medical use of medications or drugs or the Use of Prohibited Substances or Prohibited Methods as listed on the version of the WADA’s Prohibited List currently in force.
- All staff will have a “positive obligation” within the strictest realms of confidentiality, while appreciating specific disciplines college requirements of confidentiality, that when a staff member is told or becomes aware of an Adverse Analytical Finding (AAF) and/or Anti Doping Rule Violation (ADRV) to report to CSI Pacific’s CEO and a designated technical expert within CSI Pacific using the critical incident report form (CIR). For more details, see the CSI Pacific supplement policy.
- Refrain from resuming association and services rendered and funded through CSI Pacific with the client during the period of ineligibility for the purpose of coaching, training, instruction, administration, management, athletic development or supervision pursuant to the return to training rules (10.14) in the CADP.
  - The current CADP rules are available on the CCES website:  
<http://cces.ca/canadian-anti-doping-program>.

## **Retaliation, Retribution or Reprisal**

It is a breach of this Code for staff, board or volunteer to engage in any act that threatens or seeks to intimidate another individual with the intent of discouraging any other employee, worker, contractor, customer, supplier, client or other third party, from filing, in good faith, a complaint.

It is also a breach of this Code for staff, board and volunteer to file a complaint for the purpose of retaliation, retribution or reprisal against any other employee, worker, contractor, customer, supplier, client or other third party.

Any staff, board or volunteer found to be in breach of this section shall be liable for the costs related to the disciplinary process required to establish such a breach.

## Privacy

The collection, use and disclosure of any personal information pursuant to this Policy is subject to CSI Pacific Personal Information Protection Policy.

## Policy Acknowledgment

I, \_\_\_\_\_, acknowledge that I have received and read the above Code of Conduct Policy and the appropriate CSI Pacific Standard Operating Procedures (“SOP”) which outline my responsibilities and expectations from CSI Pacific. By my signature below, I acknowledge that I understand, accept, and agree to comply with the information contained within the Human Resources Policy and the SOP’s. My signature also acknowledges that revisions of this policy or SOP’s may occur, and all such changes will generally be communicated through official notices. I understand that revised information may supersede, modify, or eliminate existing policies.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date