



POLICY NO: 2  
TITLE: Code of Ethics and Conduct Approval Date: March 12, 2018

## POLICY STATEMENT

The following Code of Conduct (“the Code”) is designed to allow the Council to maintain a tradition of integrity and credibility with the public and within the Council. This Code applies to all volunteers, Board members, and all employees (permanent full-time, hourly, fixed term contract, permanent part-time).

The Code is organized into categories, as follows:

### 2.1 Service

- a) Always act with fairness, honesty, integrity and openness; respect the opinions of others and treat all with equality and dignity without regard to gender, race, colour, creed, ancestry, place of origin, political beliefs, religion, marital status, disability, age, or sexual orientation.
- b) Promote the mission and objectives of the Grande Prairie Sport Council in all dealings with the public on behalf of the Council.
- a) Provide a positive and valued experience for those receiving service from the Grande Prairie Sport Council.

### 2.2 Accountability

- a) Act with honesty and integrity and in accordance with any professional standards and / or governing laws and legislation that have application to the responsibilities you perform for or on behalf of the Grande Prairie Sport Council. GPSC’s policies apply to all volunteers and employees. Policies are reviewed every 3 years or sooner if an issue arises with its interpretation and use.
- b) Adhere to the policies and procedures of the Grande Prairie Sport Council and support the decisions and directions of the Board and its delegated authority.
- c) Take responsibility for your actions and decisions. Follow reporting lines to facilitate the effective resolution of problems. Ensure that you do not exceed the authority of your position.

### 2.3 Conflict of interest

Conflict of interest arises when a person participates in a decision about a matter (including any contract or arrangement of employment, leasing, sale or provision of goods and services) which may benefit or be seen to benefit that person because of his/her direct or indirect monetary or financial interests affected by or involved in that matter.

- a) In the event that the conflict of interest of a matter arises, the person shall formally disclose the interest, refrain from attempting to persuade or influence other persons participating in the decision, and shall not cast any vote on the matter.

#### 2.4 Confidentiality

- a) Respect and maintain the confidentiality of information gained as a volunteer or employee, including, but not limited to, all computer software and files, the Grande Prairie Sport Council business documents and printouts, and all volunteer, employee membership, and supporter records.

#### 2.5 Personal or Sexual Harassment

Sexual harassment is any conduct, comment, gesture or contact of a sexual nature that one would find to be unwanted or unwelcome by any individual, or that might, on reasonable grounds, be perceived by that individual as placing a condition of sexual nature on an employment or career development.

Personal harassment means any conduct whether verbal or physical that is discriminating in nature, based upon another person's race, colour, ancestry, place of origin, political beliefs, religion, marital status, physical or mental disability, sex, age or sexual orientation. It is discriminatory behaviour, directed at an individual that is unwanted or unwelcome and causes substantial distress in that person and serves no legitimate work-related purpose.

- a) Personal/Sexual Harassment in any form is strictly prohibited and may be grounds for termination as a volunteer, or, in the case of an employee, immediate dismissal for just cause without notice or pay in lieu of notice.

#### 2.6 Workplace Violence

The exercise or attempt of physical force by a person against a worker in a workplace that causes or could cause physical injury to the worker

A threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker

- a) Grande Prairie Sport Council will not tolerate any incidents of workplace violence or harassment perpetrated against or by any employee, customer, vendor, contractor, visitor, or any other person. With respect to workplace violence and harassment as defined by this policy, any contravention may result in the following:
  - Removal from the property;
  - Discipline or dismissal;

- Police involvement.
- b) All physical assaults involving an employee or occurring at Grande Prairie Sport Council will be reported to the police. Threats of physical violence will be reported to the authorities, as appropriate.

## 2.7 Domestic Violence

- a) Any employee, or knowledge of another employee, experiencing violence outside of the workplace that may create a risk of danger to themselves or others in the workplace is encouraged to report such violence to their manager/supervisor so that necessary preventative precautions may be taken to protect all employee

## 2.8 Response to a Violent or Harassment Event or Complaint

- a) Any employee who observes workplace violence or harassment, or is a victim thereof, shall immediately go to a safe location and report it to the Executive Director or the Board Chair. In the event that the Executive Director or the Board Chair are not available, staff shall contact the police if they feel it is necessary.
- b) All complaints and incidents are to be recorded in writing, by the reporting person or employee, providing a copy to the Executive Director or Board Chair.
- c) The Executive Director or the Board Chair will promptly carry out an investigation. All reports will be investigated and information will be kept confidential, to the extent possible. The results of the investigation will be communicated to the complainant and the accused as soon as possible, but no later than 3 weeks from the time the complaint was made.
- d) At the conclusion of the investigation of a complaint or incident, the Executive Director or Chair will provide a written report of the findings and provide any recommendations to prevent a recurrence. Following the investigation, the appropriate corrective action will be determined by the Board Chair and the Executive Director of the employee(s) involved. There will be no reprisal for any employee making a genuine complaint. However, if it is determined that a false accusation has been made in bad faith, appropriate measures will be taken.
- e) All employees who are subject to workplace violence or harassment also have the option of pursuing recourse through the Alberta Human Rights Commission, the Criminal Code and/or the Alberta Criminal Injuries Compensation Board.

## 2.9 Reprisals

- a) If any employee engages in workplace violence or harassment, an investigation will take place immediately. The employee responsible for the violence or harassment may face discipline, which may include immediate termination. The complainants and witnesses to the acts of violence or harassment will be protected from reprisals as long as they have acted in good faith and they have complied with the Alberta Health and Safety Act.

## 2.10 Enforcement

- a) Any alleged breach of this Code of Ethics and Conduct shall be reported to the Chair of the Board. The Chair will review the report and will decide if an investigation is appropriate. Should the allegation be made about the Chair, the report will be made to the Vice-Chair.
- b) Four disinterested members of the Board will be identified as the Investigating Committee and will investigate any allegation of a breach of this policy, and report its findings and recommendations to the Board.
- c) Anyone who is subject to such an allegation shall be informed of such allegation and be allowed ample opportunity to review the details of such allegation and respond to such allegation to the Investigating Committee.
- d) If the Board is satisfied on a report from the Investigating Committee that a breach of the Code of Ethics and Conduct has been proved, the Board may:
  - Warn the individual as to their future conduct;
  - Reprimand the individual;
  - Suspend the individual from membership of the Society for such period as the Board may determine; or
  - Terminate the volunteer or employee

## 2.11 Social Media

- a) Only connect and communicate with others through Social Media in a positive manner.
- b) Ensure comments may not be interpreted as slurs, demeaning or inflammatory, etc.
- c) Comply with applicable privacy, confidentiality and intellectual property laws.
- d) Refrain from the use of Social Media for the purposes of fraud and/or impersonation.
- e) Refrain from uploading, posting, emailing or otherwise transmitting:

Any content that is offensive, obscene, unlawful, threatening, abusive, harassing, defamatory, hateful, invasive of another's privacy or otherwise objectionable.  
Material which is designed to cause annoyance, inconvenience, or needless anxiety

to others;  
Infringes the patent, trademark, trade secret, copyright or other proprietary right of any other party;  
Any unsolicited or unauthorized advertising or commercial material, "junk mail", "spam", "chain letter", "pyramid scheme" or any other form of solicitation.  
Any material that contains software viruses or any other computer code, file or program designed to interrupt, destroy or limit the functionality of any computer software or telecommunications equipment.

## 2.12 Implementation

- a) Strict observance of the Code is fundamental to the activity and reputation of the Grande Prairie Sport Council. It is essential that all volunteers, board members, and all employees (permanent full-time, hourly, fixed term contract, permanent part-time), adhere to this Code. Conduct that violates this Code of Conduct and Ethics may be subject to sanctions pursuant to this Policy, and may be further dealt with under Grande Prairie Sport Council's Progressive Discipline Policy

### **Code of conduct declaration**

\_\_\_\_\_  
I, (Employee/Volunteer – please print), have read, understand and agree to abide by the Code of Conduct of the Grande Prairie Sport Council and I understand that such adherence is a condition of my employment or volunteer work. I understand that a violation of the Code of Conduct may be grounds for termination as a volunteer or in the case of an employee immediate dismissal for just cause without notice or pay in lieu of notice.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Volunteer/Employee - Signature)

Date Revised \_\_\_\_\_ Signature \_\_\_\_\_