

SPORT FOR LIFE SOCIETY POLICY

POLICY TITLE: CODE OF CONDUCT	
Date Created: July 15, 2014 Date to Review: January 2021 Date Approved: November 28, 2018	Number of Pages: 4

1. POLICY STATEMENT

- 1.1. Any Sport for Life Representative shall maintain the dignity and self-esteem of clients and other Sport for Life representatives. They shall respect the property of others and not wilfully cause damage. They shall adhere to all federal, provincial and municipal laws and comply with Sport for Life Society by-laws, policies, procedures, rules and regulations.

Any Sport for Life Representative shall refrain from any behaviour that constitutes harassment, workplace harassment, or sexual harassment. They shall refrain from any behaviour that constitutes workplace violence and will refrain from associating with any client who has incurred an anti-doping rule violation and is serving a sanction.

Sport for Life Representatives shall refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.

2. DEFINITIONS

- 2.1. "Sport for Life Representatives" – Any individual employed by, or engaged in activities on behalf of, Sport for Life Society including: employees, contractors, Board of Directors, volunteers, researchers, and administrators.
- 2.2. "Clients" – Users of Sport for Life Society services, including NSOs, PSOs, MSOs, and any person or entity retaining Sport for Life Society expertise.
- 2.3. "Workplace" – Any place where business or work-related activities are conducted. Workplaces include but are not limited to, the Sport for Life Society office locations, work-related social functions, work assignments outside Sport for Life Society office locations, work-related travel, and work-related conferences or training sessions.

3. APPLICATION

- 3.1. The Code of Conduct will ensure a safe and positive environment within the Sport for Life Society workplace by making a Sport for Life Representative aware that there is an expectation, at all times, of appropriate behaviour consistent with Canadian Sport for Life Society's core values.

Sport for Life Society supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all Sport for Life representative, clients, members, directors and strategic volunteers are treated with respect.

This Code also applies to Sport for Life Representative conduct outside of Sport for Life Society's Workplace, business, activities, and events when such conduct adversely affects relationships within Sport for Life Society (and its work and sport environment) and is detrimental to the image and reputation of Sport for Life Society. Such applicability will be determined by Sport for Life Society at its sole discretion.

4. PROCEDURES

- 4.1. Sport for Life Representative have a responsibility to:
- i. Demonstrate respect to Sport for Life representative 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;
 - ii. Consistently demonstrating the spirit of sport leadership and ethical conduct;
 - iii. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory; and
 - iv. Consistently treating Sport for Life representative and Clients fairly and reasonably.
- 4.2. Refrain from any behaviour that constitutes **discrimination, harassment or abuse**, defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading, or malicious. Types of behaviour that constitute harassment include, but are not limited to:
- i. Written or verbal abuse including the use of explicit or profane language, threats, or outbursts;
 - ii. The display of visual material which is offensive or which one ought to know is offensive in the circumstances;
 - iii. Unwelcome remarks, jokes, comments, innuendo, or taunts;
 - iv. Leering or other suggestive or obscene gestures;
 - v. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
 - vi. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance;
 - vii. Any form of hazing;
 - viii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing;
 - ix. Unwelcome sexual flirtations, advances, requests, or invitations;
 - x. Physical or sexual assault;

- xi. Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment; and
 - xii. Retaliation or threats of retaliation against an individual who reports harassment to Sport for Life Society.
- 4.3. Refrain from any behaviour that constitutes **workplace harassment**, where workplace harassment is defined as vexatious comment or conduct against a worker in a workplace – a comment or conduct that is known or ought reasonably to be known to be unwelcome. Workplace harassment should not be confused with legitimate, reasonable management actions that are part of the normal work function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions. Types of behaviour that constitute workplace harassment include, but are not limited to:
- i. Bullying;
 - ii. Repeated offensive or intimidating phone calls or emails;
 - iii. Inappropriate sexual touching, advances, suggestions or requests;
 - iv. Displaying or circulating offensive pictures, photographs or materials in printed or electronic form;
 - v. Psychological abuse;
 - vi. Personal harassment;
 - vii. Discrimination;
 - viii. Intimidating words or conduct (offensive jokes or innuendos); and
 - ix. Words or actions, which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning.
- 4.4. Refrain from any behaviour that constitutes **workplace violence**, where workplace violence is defined as the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker. Types of behaviour that constitute workplace harassment include, but are not limited to:
- i. Verbal threats to attack a worker;
 - ii. Sending to or leaving threatening notes or emails for a worker;
 - iii. Making threatening physical gestures to a worker;
 - iv. Wielding a weapon in a workplace;
 - v. Hitting, pinching or unwanted touching of a worker which is not accidental;
 - vi. Throwing an object at a worker;
 - vii. Blocking normal movement or physical interference of a worker, with or without the use of equipment;
 - viii. Sexual violence against a worker; and
 - ix. Any attempt to engage in the type of conduct outlined above.

- 4.5. Refrain from any behaviour that constitutes **sexual harassment**, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:
- i. Sexist jokes;
 - ii. Display of sexually offensive material;
 - iii. Sexually degrading words used to describe a person;
 - iv. Inquiries or comments about a person's sex life;
 - v. Unwelcome sexual flirtations, advances, or propositions; and
 - vi. Persistent unwanted contact.
- 4.6. 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 and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES).
- 4.7. A Sport for Life Representative person found to have violated this Code or otherwise engaged in acts of violence or harassment against any other employee, worker, contractor, customer, supplier, Client or other third party during business hours, or at any Sport for Life Society event, will be subject to appropriate disciplinary to sanctions pursuant to Sport for Life Society's *Discipline, Complaints and Dispute Resolution Policy and Procedures*.

5. ACKNOWLEDGMENTS AND AGREEMENT

I acknowledge that I have read and understand the Sport for Life Society's *Code of Conduct Policy*. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules or procedures outlined in this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness' signature: _____