

SPORT FOR LIFE POLICY

TITLE: CODE OF CONDUCT AND ETHICS	
Date Created: December 1, 2020 Date Approved: November 2024 Review Frequency: Annually	Number of Pages: 4

Purpose

1. The purpose of this Code is to ensure a safe and positive environment within the programs, activities, and events of the Sport for Life Society by making Representatives aware that there is an expectation, at all times, of appropriate behaviour consistent with the organization's core values and policies. The Sport for Life Society supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals involved with the organization are treated with respect and fairness.

Definition

2. Representative – Any individual elected, acclaimed or appointed by Sport for Life Society, or engaged under an executed written agreement with Sport for Life Society as an employee, volunteer, or independent contractor to provide services on behalf of Sport for Life.

Application of this Code

3. This Code applies to any Representative's conduct during the business, activities, travel, events, and the office environment of the Sport for Life Society.
4. This Code also applies to Representatives' conduct outside of the business, activities, and events of the Sport for Life Society when such conduct adversely affects the relationships (or the work environment) of the Sport for Life Society, is detrimental to the image and reputation of the Sport for Life Society, or upon the acceptance of the Sport for Life Society. Accordingly, the applicability of this Code will be determined by the Sport for Life Society at its sole discretion.
5. This Code also applies to Representatives who are no longer involved with the organization where any claim regarding a potential breach of this Code occurred when the Representative was involved with the organization.
6. This Code also applies to Sport for Life event participants.
7. In addition, breaches of this Code may occur when the Representatives involved interacted due to their mutual involvement with the organization or if the breach occurred outside of the work environment if the breach has a serious and detrimental impact on the Representative(s).
8. Any Representative who violates this Code may be subject to sanctions pursuant to the *Discipline and Complaints Procedure*, HR Manual and the SDRCC - Sport Dispute Resolution Centre of Canada's Independent Safe Sport Mechanism

General Responsibilities

9. Representatives have a responsibility to:

- a) Refrain from any behaviour that constitutes **Abuse, Maltreatment, Discrimination, Harassment, Workplace Harassment, Sexual Harassment or Workplace Violence**
- b) Maintain and enhance the dignity and self-esteem of clients and other Representatives by:
 - i. Treating each other with the highest standards of respect and integrity; (regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation)
 - ii. Focusing comments or criticism appropriately and avoiding public criticism of organizers, volunteers, employees, or other Representatives;
 - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct;
 - iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory;
 - v. Consistently treating individuals fairly and reasonably; and
 - vi. Ensuring adherence to the rules of the sport and the spirit of those rules.
- c) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- d) 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)
- e) Sport for Life is declared as an alcohol-, smoke- and drug-free environment.
 - a. Employees are expected to arrive fit for duty and be able to perform their duties safely and to standard by being unimpaired by any substance. Employees must remain unimpaired at all times during working hours, or Sport for Life events and activities.
 - b. While it is understood that Sport for Life business may include a certain amount of entertaining, being under the influence of alcohol, drugs or any other substance while performing the business of the organization and/or while on Sport for Life premises is prohibited. Consumption of alcohol on Sport for Life's premises is prohibited except as permitted by the CEO for special occasions and when the appropriate licensing and standards are adhered to.
 - c. Sport for Life strictly prohibits employees from possessing, manufacturing, offering for sale, selling, distributing, consuming, or using substances during working hours, or Sport for Life events and activities.
 - d. Sport for Life is a smoke-free environment. Sport for Life employees shall refrain from the use of tobacco, smoking, vaping, or use of e-cigarettes (e.g., cigarettes, snuff or other tobacco products, cannabis, e-cigarettes, etc.), except for tobacco used for traditional practices/ceremonies. Employees shall not smoke or use any tobacco products, including snuff or chewing tobacco, at any time during Sport for Life activities and events.
- f) When driving a vehicle:
 - i. Have a valid driver's license;
 - ii. Not be impaired in any manner including but not limited to alcohol, cannabis, illegal

- drugs or other substances;
- iii. Have valid car insurance; and
- iv. Refrain from being distracted while driving.
- g) Respect the property of others and not wilfully cause damage
- h) Promote sport in the most constructive and positive manner possible
- i) Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a para-classification, competition and/or not offer or receive any bribe which is intended to manipulate the outcome of a competition
- j) Adhere to all federal, provincial/territorial, municipal and host country laws
- k) Comply, at all times, with the by-laws, policies, procedures, and rules and regulations of the Sport for Life Society, as applicable and as adopted and amended from time to time
- l) Report any ongoing criminal or anti-doping investigation, conviction, or existing bail conditions involving a Representative to the Sport for Life Society, including, but not limited to, those for violence, child pornography, or possession, use, or sale of any illegal or prohibited substance or method

Board of Directors, Committee Members, and Staff

10. In addition to section 7 (above), Directors, Committee Members, and staff of the Sport for Life Society have additional responsibilities to:
- a) Function primarily as a Director or Committee Member or staff member of the Sport for Life Society and not as a member of any other organization or constituency
 - b) Ensure their loyalty prioritizes the interests of the Sport for Life Society
 - c) Ensure that financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
 - d) Conduct themselves openly, professionally, lawfully and in good faith in the best interests of Sport for Life
 - e) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
 - f) Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate and honest in all dealings with others
 - g) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to applicable laws
 - h) Respect the confidentiality appropriate to issues of a sensitive nature
 - i) Respect the decisions of the majority and resign if unable to do so
 - j) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
 - k) Have a thorough knowledge and understanding of all governance documents including but not limited to, Bylaws, Policies, Codes, and Guidelines
 - l) Adhere to the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS) version 6.0 (or the latest version released)
 - i. *For the full document, UCCMS version 6.0 please follow the link:*
<https://sportintegritycommissioner.ca/files/UCCMS-v6.0-20220531.pdf>
 - m) Adhere to the Sport Dispute Resolution Centre of Canada's (SDRCC) Independent Safe Sport Mechanism for complaint management, when applicable.

11. Additional Procedures:

Sport for Life has additional procedures in place that apply to all Representatives past and present:

- Dispute Resolution Procedure
- Discipline and Complaints Procedure
- Appeal Procedures
- Whistleblower Procedure

Available via the Sport for Life Website @ <https://sportforlife.ca/policies/>