

CODE OF CONDUCT AND ETHICS

"Organization" refers to: Credit Valley Cycling Club

Definitions

1. The following terms have these meanings in this Code:
 - a) *"Individuals"* — Individuals engaged in activities with the Organization including Directors of the Organization
 - b) *"Workplace"* — Any place where activities of the Organization are conducted. Workplaces include, but are not limited to, the Organizations office, related social functions, related travel, and related conferences or training sessions

Purpose

2. The purpose of this Code is to ensure a safe and positive environment by making individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with the Organization's core values. The Organization supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect and fairness.

Application of this Code

3. This Code applies to individuals' conduct during the Organization's activities, and events including, but not limited to training, practices, tryouts, travel associated with the Organizations activities, the Organizations office environment, and any meetings.
4. An individual who violates this Code may be subject to sanctions pursuant to the Organization's *Discipline and Complaints Policy*.
5. This Code also applies to individuals' conduct outside of the Organization's activities and events, when such conduct adversely affects relationships within the Organization and is detrimental to the image and reputation of the Organization. Such applicability will be determined by the Organization at its sole discretion.

Responsibilities

6. Individuals have a responsibility to:
 - a) Maintain and enhance the dignity and self-esteem of the Organization members and other individuals by:
 - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, 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 or members
 - 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
 - vi. Ensuring adherence to the rules of the sport and the spirit of those rules
 - b) Refrain from any behaviour that constitutes harassment, where harassment is 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, threats, or outbursts
 - ii. Persistent unwelcome remarks, jokes, comments, innuendo, or taunts
 - iii. Leering or other suggestive or obscene gestures
 - iv. Condescending or patronizing behaviour which is intended to undermine self-esteem or diminish performance
 - v. Practical jokes which endanger a person's safety, or negatively affect performance
 - vi. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
 - vii. Unwelcome sexual flirtations, advances, requests, or invitations
 - viii. Physical or sexual assault
 - ix. 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
 - x. Retaliation or threats of retaliation against an individual who reports harassment to the Organization
- c) Refrain from any behaviour that constitutes workplace harassment, where workplace harassment is defined as vexatious comment or conduct against a member — a comment or conduct that is known or ought reasonably to be known to be unwelcome. Types of behaviour that constitute 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)
 - ix. Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning
- d) Refrain from any behaviour that constitutes violence, where violence is defined as the exercise of physical force by a person against another, that causes or could cause physical injury, an attempt to exercise physical force against a member that could cause physical injury or a statement or behaviour that it is reasonable for a member to interpret as a threat to exercise physical force against them that could cause physical injury. Types of behaviour that constitute harassment include, but are not limited to:
- i. Verbal threats to attack a member
 - ii. Sending to or leaving threatening notes or emails for a member
 - iii. Making threatening physical gestures to a member
 - iv. Wielding a weapon
 - v. Hitting, pinching or unwanted touching of a member, which is not accidental
 - vi. Throwing an object at a member
 - vii. Blocking normal movement or physical interference of a member, with or without the use of equipment
 - viii. Sexual violence against a member
 - ix. Any attempt to engage in the type of conduct outlined above
- e) 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
 - vi. Persistent unwanted contact
- f) Abstain from the non-medical use of drugs or the use of performance enhancing drugs or methods. More specifically, the Organization adopts and adheres to the Canadian Anti-Doping Program
 - g) Respect the property of others and not wilfully cause damage
 - h) Promote the sport in the most constructive and positive manner possible
 - i) When driving a vehicle with an Individual:
 - i. Not have his or her license suspended;
 - ii. Not be under the influence of alcohol or illegal drugs or substances; and
 - iii. Have valid car insurance
 - j) Adhere to all federal, provincial, municipal and host country laws
 - k) Comply always with the Organization's bylaws, policies, procedures, rules and regulations, as adopted and amended from time to time

Directors

- 7. In addition to section 6 (above), the Organization's Directors will have additional responsibilities to:
 - a) Function primarily as a Director of the Organization
 - b) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the Organizations business and the maintenance of Individuals' confidence
 - c) Ensure that the Organization's 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 the Organization
 - 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
 - g) Keep informed about the Organization's activities, the local cycling community, and general trends in the sectors in which they operate
 - h) Exercise the degree of care, diligence. and skill required in the performance of their duties pursuant to the laws under which the Organization is incorporated
 - i) Respect the confidentiality appropriate to issues of a sensitive nature
 - j) Respect the decisions of the majority and resign if unable to do so
 - k) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
 - l) Have a thorough knowledge and understanding of all the Organization governance documents
 - m) Conform to the bylaws and policies approved by the Organization