



POLICY NO: 1
TITLE: Code of Ethics and Conduct Approval Date: June 8, 2021

POLICY STATEMENT

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

The Association commits itself and its members to ethical, lawful, and prudent conduct. This includes proper use of authority and appropriate decorum when acting as Board Members.

The Grande Prairie Regional Sport Connection Association hereby establishes its Code of Ethics and Conduct to provide guidance to its members regarding ethical and behavioural considerations and/or actions as they address their duties and obligations for the organization. Compliance with the provisions of this Code will allow the Association to enhance relationships and foster teamwork.

The Code is organized into categories, as follows:

1.1 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 Regional Sport Connection in all dealings with the public on behalf of the GPRSC.
- a) Provide a positive and valued experience for those receiving service from the Grande Prairie Regional Sport Connection.

1.2 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 Regional Sport Connection. GPRSC’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 Regional Sport Connection 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.

1.3 Conflict of interest

- a) 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.
- b) If a matter of conflict of interest 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.

1.4 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 Regional Sport Connection business documents and printouts, and all volunteer, employee membership, and supporter records.

1.5 Workplace Violence & Harassment

Refer to Violence & Harassment Policy #4

1.6 Social Media

Refer to Social Media policy #8

1.7 Standards of Conduct for Board of Directors

- a) Board Members must have loyalty to the Society, unconflicted by loyalties to staff, other organizations, and any personal interests when conducting society business.
- b) Board Members will work respectfully with each other in a spirit of harmony and cooperation, giving members courteous consideration of their opinions.
- c) Board Members shall maintain confidentiality about all matters that are considered during in camera meetings.

- d) Board Members shall use proper care and exercise independent ethical, lawful, and prudent judgment in the performance of their duties.
- e) Board Members shall follow the provisions of the Personal Information Protection Act regarding records and information owned, prepared or in possession of the Association.
- f) Board Members will not use their Board position to obtain employment in the organization for themselves, family members or close associates.
- g) Should a Board Member apply for employment in the Association, they must promptly resign from the Board prior to applying for the position. Where such a Board Member has applied unsuccessfully for employment in the Association, or has been terminated from the position, they cannot be re-installed to the Board until the following Annual General Meeting following their unsuccessful employment application or termination.
- h) Board Members may not attempt to exercise individual authority over the Association except as explicitly set forth in Board policies.
- i) Board Members will respect the authority of the Executive Director. Board Members will not instruct the Executive Director regarding specific operational decisions.
- j) Board Members will be sensitive to the considerable workload of the Executive Director and staff when making requests for assistance and all requests for assistance will be made through the Board Chair.
- k) The Board will respect the Executive Director's authority in all personnel matters.
- l) Board Members will redirect staff that attempt to use Board Members as their representatives or use Board Members as an avenue for input to the Executive Director.
- m) Board Members' interaction with the Executive Director or with staff must recognize the lack of authority vested in individuals except when explicitly Board authorized.
- n) Board Members' interaction with public, press or other entities must recognize the same limitation and the inability of any Board Member to speak for the Board.
- o) Board Members will not criticize the performance of the Executive Director or staff, except that they may raise such concerns in a Board meeting where such performance is inconsistent with Board policy. Only the Chair is to address the Executive Director.

1.8 Implementation

- a) Strict observance of the Code is fundamental to the activity and reputation of the Grande Prairie regional Sport Connection. 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 Regional Sport Connection's Progressive Discipline Policy

1.9 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

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 Regional Sport Connection 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)