

## SECTION D – SSBC CODE OF ETHICS AND CONFLICT OF INTEREST POLICY

### D-1 POLICY: Code of Conduct

“Organization” refers to Speed Skating BC

#### Definitions

1. The following terms have these meanings in this Code:
  - a. “Individuals” – Individuals employed by, or engaged in activities with, the Organization including, but not limited to, athletes, coaches, officials, volunteers, parents and guardians, administrators, committee members, and directors and officers of the Organization
  - b. “Workplace” - Any place where business or work-related activities are conducted. Workplaces include but are not limited to, the physical or virtual office space, work-related social functions, work assignments outside the Organization’s offices, work-related travel, and work-related conferences or training sessions.

#### Purpose

2. The purpose of this Code is to ensure a safe and positive environment (within the Organization’s programs, activities, and events) by making Individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with the Organization’s core values and the BC Universal Code of Conduct (BC UCC). Speed Skating BC accepts all language contained in the British Columbia Universal Code of Conduct (BC UCC). A copy of the code can be obtained here.  
  
Speed Skating BC supports the creation of a sport environment that is accessible, inclusive, respects their participants personal goals and is free from all forms of Maltreatment. Maltreatment in all its forms is a serious issue that undermines the health, wellbeing, performance and security of individuals, communities, and society.

#### Application of this Code

3. This Code applies to Individuals’ conduct during Speed Skating BC’s business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with Speed Skating BC’s activities, office environment, and any meetings.
4. An Individual who violates this Code may be subject to sanctions pursuant to the Speed Skating BC’s Discipline, Arbitration and Appeals Policies. In addition to facing possible sanction pursuant to the Speed Skating BC’s Discipline, Arbitration and Appeals Policies, an Individual who violates this Code during a competition may be ejected from the competition, the official may delay the competition until the Individual complies with the ejection, and the Individual may be subject to any additional discipline associated with the competition.
5. An employee or contractor of Speed Skating BC found to have engaged in acts of maltreatment, violence or harassment against any other employee, worker, contractor, member, customer, supplier, client or other third party during business hours, or at any Speed Skating BC event, will be subject to appropriate disciplinary action subject to the terms of the Speed Skating BC’s Employment Policy as well as the employee’s Employment Agreement (if applicable).
6. This Code also applies to Individuals’ conduct outside of Speed Skating BC’s business, activities, and events when such conduct adversely affects relationships within the Organization (and its

work and sport environment) and is detrimental to the image and reputation of Speed Skating BC. Such applicability will be determined by the Organization at its sole discretion.

## Responsibilities

7. 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 athletes, coaches, officials, organizers, volunteers, employees, or members
    - iii. Consistently demonstrating the spirit of sport and the values of Speed Skating BC, leadership, and ethical conduct
    - iv. Acting, when appropriate, to correct or prevent practices that are 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 are outlined in **Speed Skating BC's Harassment Policy**
  - c. 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) 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 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
  - ix. Any attempt to engage in the type of conduct outlined above
- e. Abstain from any behaviour that constitutes **physical maltreatment**, where physical maltreatment is defined by the **BC UCC**, as contact or non-contact infliction of physical harm. Types of behaviour that constitute physical maltreatment include, but are not limited to:
- i. Contact behaviours such as deliberately punching, kicking, beating, biting, striking, strangling or slapping another.
  - ii. Non-contact behaviours such as
  - iii. isolating a person in a confined space;
  - iv. forcing a person to assume a painful stance or position for no athletic purpose (e.g., requiring an athlete to kneel on a hard surface);
  - v. the use of exercise for the purposes of punishment;
  - vi. withholding, recommending against, or denying adequate hydration, nutrition, medical attention or sleep;
  - vii. denying access to a toilet;
  - viii. providing alcohol to a Minor Participant;
  - ix. providing illegal drugs or non-prescribed medications to a Participant;
  - x. encouraging or knowingly permitting an athlete to return to play prematurely following any injury or after a concussion and without the clearance of a medical professional;
  - xi. encouraging an athlete to perform a skill for which the Participant knows or ought to know that the athlete is not developmentally ready.
- f. Abstain from any behaviour that constitutes **sexual maltreatment**, where sexual maltreatment is defined by the **BC UCC** as:
- i. any non-Consensual touching of a sexual nature and/or the Criminal Code offence of sexual assault.
  - ii. participating in, forcing or coercing a person into sexual acts or performing acts on a person that violates their sexual integrity (e.g. hazing).

- iii. Participating in sexual harassment, which is defined as any comment or conduct of a sexual nature that is unwelcome or that would be objectively perceived as unwelcome by and outside observer.
- iv. Sexual maltreatment can take place in any form, in person or by means of communications (e.g. online social media or via a third party). Examples of Sexual Maltreatment include as described by the BC UCC:
  - v. Any sexual solicitation or advance made in the context of a relationship that involves a Power Imbalance where the person making the solicitation or advance has more power and knows or ought reasonably to know that it is unwelcome.
  - vi. Reprisal or a threat of reprisal for the rejection of a sexual solicitation or advance, where the reprisal is made or threatened by a person who has more power in the context of a relationship that involves a Power Imbalance, or if the person to whom the solicitation or advance is made is a Minor;
  - vii. Questions asked of a person about their sexual preferences, sexual history, sexual organs or sexual experiences, particularly when such questions are asked of a Minor or Vulnerable Participant;
  - viii. Sexual attention when the person giving the attention reasonably knows or ought to know that the attention is unwanted or unwelcome or where the object of the attention is a Minor. Sexual attention includes but is not limited to comments about a person's appearance, body or clothing that could be objectively perceived by another person as being sexual in nature, practical jokes based on sex; intimidating sexual remarks, propositions, invitations or familiarity.
  - ix. Unwelcome remarks based on gender which are not of a sexual nature but which are demeaning such as derogatory gender-based jokes or comments
- g. Abstain from the use of 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**. Any infraction under this Program shall be considered an infraction of this Code and may be subject to further disciplinary action, and possible sanction, pursuant to the Organization's **Discipline, Arbitration and Appeals Policies**. The Organization will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the Organization or any other sport organization
- h. Refrain from associating with any person 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) for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport,
- i. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- j. Refrain from consuming alcohol, tobacco products, or recreational drugs while participating in Speed Skating BC's programs, activities, competitions, or events with the exception of activities outlined item 7.k.
- k. In the case of adults, avoid consuming alcohol in situations where minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with the Organization's events
- l. Respect the property of others and not wilfully cause damage

- m. Promote the sport in the most constructive and positive manner possible
- n. Adhere to all federal, provincial, municipal and host country laws
- o. Comply, at all times, with Speed Skating BC's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time

### **Board/Committee Members and Staff**

8. In addition to section 7 (above), the Organization's Directors, Committee Members, and Staff will have additional responsibilities to
  - a. Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the Organization's business and the maintenance of Individuals' confidence
  - b. Ensure that the Organization's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
  - c. Conduct themselves openly, professionally, lawfully and in good faith in the best interests of the Organization
  - d. Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
  - e. Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate, and honest in all dealings with others
  - f. Keep informed about the Organization's activities, the provincial sport community, and general trends in the sectors in which they operate
  - g. 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
  - h. Respect the confidentiality appropriate to issues of a sensitive nature
  - i. Ensure that all Individuals are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight
  - 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, in particular this Code of Conduct and Ethics as well as the Conflict of Interest Policy

### **Coaches**

9. In addition to section 7 (above), coaches have many additional responsibilities. The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will:
  - a. Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes
  - b. Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes

- c. Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments
- d. Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these program
- e. Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
- f. Act in the best interest of the athlete's development as a whole person
- g. Be respectful of other coaches
- h. Meet the highest standards of credentials, integrity and suitability, including but not limited to such considerations established by the Organization's Safe Sport Policy and the Responsible Coaching Movement
- i. Report any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance
- j. Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol and/or tobacco
- k. Respect athletes playing with other teams and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the athletes
- l. Abide by the BC Universal Code of Conduct.
- m. Not engage in a sexual relationship with an athlete where a power imbalance exists. Refer to the BC Universal Code of Conduct for more information.
- n. Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights
- o. Dress professionally, neatly, and inoffensively
- p. Use inoffensive language, taking into account the audience being addressed

### **Athletes**

10. In addition to section 7 (above), athletes will have additional responsibilities to:
- a. Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete.
  - b. Participate and appear on-time, well-nourished, and prepared to participate to their best abilities when participating in all competitions, practices, training sessions, testing sessions, tryouts, tournaments, and events
  - c. Participate in a manner that ensure the safety of fellow athletes, coaches, officials and volunteers.
  - d. Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason
  - e. Adhere to Speed Skating BC's rules and requirements regarding clothing and equipment
  - f. Never ridicule a participant for a poor performance or practice

- g. Act in a sporting manner and not display appearances of violence, foul language, or gestures to other athletes, officials, coaches, or spectators
- h. Dress in a manner representative of the Organization; focusing on neatness, cleanliness
- i. Act in accordance with the Organization's policies and procedures and, when applicable, additional rules as outlined by coaches or managers

## **Officials**

11. In addition to section 7 (above), officials will have additional responsibilities to:
- a. Maintain and update their knowledge of the rules and rules changes
  - b. Work within the boundaries of their position's description while supporting the work of other officials
  - c. Act as an ambassador of the Organization by agreeing to enforce and abide by international, national and provincial rules and regulations
  - d. Strive to render decisions firmly but without arrogance; fairly but without officiousness and to render all decisions according to the rules of our sport regardless of the situation and the individuals concerned.
  - e. Respect the rights, dignity, and worth of all individuals and to conduct themselves so as to instill in all competitors and other competition officials a respect for each other.
  - f. Not publicly criticize other officials or any club or association
  - g. Assist with the development of less-experienced referees and minor officials
  - h. Conduct themselves openly, impartially, professionally, lawfully, and in good faith in the best interests of the Organization, athletes, coaches, other officials, and parents
  - i. Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others
  - j. Respect the confidentiality required by issues of a sensitive nature, which may include ejections, defaults, forfeits, discipline processes, appeals, and specific information or data about Individuals
  - k. Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the assignor or association at the earliest possible time
  - l. When writing reports, set out the facts and not attempt to justify any decisions
  - m. Dress in proper attire for officiating
  - n. Seek to improve, learn and develop their skills and standards of officiating through workshops, clinics and other learning opportunities.

## **Volunteers**

12. In addition to section 7 (above), volunteers will have additional responsibilities to:
- a. Conduct themselves in a responsible manner consistent with the values of Speed Skating BC including fair play, integrity, dignity, open communication and mutual respect
  - b. Treat all individuals and property with dignity, courtesy, and respect, including but not limited to other players, coaches, officials, volunteers, other parents or guardians and all other individuals that are part of the organization.
  - c. Work within the boundaries of their position's description while supporting the work of other volunteers.
  - d. Conduct themselves openly, impartially, professionally, lawfully, and in good faith in the best interests of the Organization, athletes, coaches, officials, and parents and guardians.

- e. Honour all commitments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the organizer or association at the earliest possible time
- f. Dress in proper attire for the position you are volunteering for.
- g. Respect the confidentiality required by issues of a sensitive nature, which may include specific information or data about Individuals in accordance with Speed Skating BC's Privacy Policy.

### Parents and Guardians

13. In addition to section 7 (above), parents and guardians will have additional responsibilities to:
- a. Conduct yourself in a responsible manner consistent with the values of Speed Skating BC including fair play, integrity, dignity, open communication and mutual respect
  - b. Model positive and responsible behaviour, and communicate with their child that they expect them to do the same.
  - c. Treat all individuals and property with dignity, courtesy, and respect, including but not limited to other players, coaches, officials, volunteers, other parents and all other individuals that are part of the organization.
  - d. Refrain from any behaviour, or comments, which are profane, insulting, harassing, sexist, racist, abusive, disrespectful or otherwise offensive without hostility or violence.
  - e. Emphasize the importance of values like fair play, respect, cooperation, competition and teamwork to their child offering praise for fair play, participation, and skill development
  - f. Instill confidence in their child's ability and skill development, always avoiding comparisons with other skaters and celebrating the acquisition of skills and goals achieved by their child.
  - g. Respect the coach and understand the coach is responsible for the skill development of the athlete. A parent's role shall be to take a healthy interest in their child's progress and development and be responsible for the child's nutrition, rest, overall health, and moral and emotional support.
  - h. Understand and follow the steps in the return to sport protocol should their child suffer a concussion or other injury.

### D-2 POLICY: Conflict of Interest

This policy pertains to the Board of Directors, Standing and Operating Committee members and staff. SSBC is committed to provide for an environment for decision-making which supports the unadulterated interest of the Association.

#### DUTY

1. All persons and agents, Board of Directors, Committee Members, Employees, etc., appointed to act on SSBC's behalf are under an obligation and a duty to act:
  - a. in the Association's best interests;
  - b. fairly, impartially and without bias.

#### DEFINITION

2. A "conflict of interest" is any situation where an individual's interest, or the interest of a close friend, family member, business association, corporation or partnership in which the individual holds



significant interest, or a person to whom an individual owes an obligation, may prevent the individual from acting:

- a. in the Association's best interest, and
- b. on behalf of the Association fairly, impartially and without bias

#### BENEFIT

3. An individual must not personally benefit from any transaction involving the Association except in unique situations authorized in accordance with this Policy.
4. An individual must not directly or indirectly benefit from any transaction involving the Association except in unique situations, authorized in accordance with this Policy.
5. An individual must not use his/her relationship with the Association to confer an advantage on himself/herself or a close friend, family member, business association, corporation or partnership in which he/she holds a significant interest.
6. An individual may not directly benefit from a transaction with the Association over which he/she is in a position to influence decisions made on behalf of the Association.

#### USING ASSOCIATION PROPERTY

9. An individual must have authorization to:
  - a. use property owned by the Association for personal purposes, or
  - b. purchase Association property unless it is through usual channels of disposition.
10. An individual may not take personal advantage of an opportunity available to the Association unless:
  - a. it is clear the Association has irrevocably decided against pursuing the opportunity, and
  - b. the opportunity is equally available to all members of the Association.
11. An individual may not use his/her position with the Association to solicit clients for personal business or for one operated by a close friend, family member, business associate, corporation or partnership in which he/she has a significant interest.

#### USING ASSOCIATION INFORMATION

12. Association Information is information which is acquired solely by reason of involvement with the Association and which is under an obligation to be kept confidential. An individual may have access to Association information only for Association purposes.
13. An individual must not use Association information for his/her personal benefit.
14. An individual must report any incident of abuse of Association information.
15. An individual must protect Association information from improper disclosure.
16. An individual may divulge Association information if:
  - a. he/she is authorized to release it, and
  - b. it is to a person who has a lawful right to the information.
17. Anyone in doubt whether Association information may be released must request advice from the President.

## D-2 PROCEDURE: Conflict of Interest

#### RESPONSIBILITY

1. An individual must arrange his/her private affairs and conduct himself/herself in a manner so as to avoid conflict of interest or the appearance of conflict of interest.

## AUTHORIZED TO ACT

2. Unless authorized to do so, an individual may not:
  - a. act on behalf of the Association or deal with the Association in any matter where he/she is in conflict of interest or appears to be in conflict of interest, nor
  - b. use his/her position, office or affiliation with the Association to pursue or advance his/her personal interest or those of a person described in Policy D-2.2.

## DISCLOSURE

3. An individual must immediately disclose a conflict of interest to the Board or a person the Board designates. It is important to make the disclosure when the conflict first becomes known. If the individual does not become aware of the conflict until after the transaction is concluded, he/she must still make disclosure immediately.
4. An individual who is in doubt about whether he/she is or may be in a conflict of interest must request the advice of the Board or a person the Board designates.
5. Unless otherwise directed, an individual must immediately take steps to resolve the conflict of interest or remove the suspicion that exists.