



For Review by PSCB Board May 2023 -

STAFF CODE OF CONDUCT

POLICY STATEMENT

Any individual employed by or engaged in activities on behalf of PacificSport Columbia Basin shall maintain the dignity and self-esteem of clients and other staff. They shall conduct themselves in a respectful manner and not willfully damage the property of others. They shall adhere to all federal, provincial and municipal laws and comply with PacificSport Columbia Basin by-laws, policies, procedures, rules and regulations.

Any individual employed by or engaged in activities on behalf of PacificSport Columbia Basin shall refrain from any behavior that constitutes harassment, workplace harassment, or sexual harassment. They shall refrain from any behavior 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.

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

PacificSport Columbia Basin adopts and accepts all the language contained in the [BC Universal Code of Conduct \(BC UCC\)](#). An individual who violates the B.C. Universal Code of Conduct may be subject to sanctions pursuant to the PSCB Discipline and Complaints Policy.

DEFINITIONS

The following terms have these meanings in this Code:

“Staff” - Any individual employed by, or engaged in activities on behalf of, PacificSport Columbia Basin including: employees, contract personnel, volunteers, medical personnel, researchers, and administrators.

“Clients” - Users of PacificSport Columbia Basin services, including on-site services, such as athletes, coaches, medical staff, and other personnel connected to a team or athlete.

“Workplace” - Any place where business or work-related activities are conducted. Workplaces include but are not limited to, the PacificSport Columbia Basin offices, work-related social functions, work assignments outside PacificSport Columbia Basin offices, work-related travel, and work-related conferences or training sessions.

“Contacts” - Includes partners, potential and existing.





APPLICATION

The Code of Conduct will ensure a safe and positive environment within PacificSport Columbia Basin workplace by making staff aware that there is an expectation, at all times, of appropriate behavior consistent with PacificSport's core values.

PacificSport Columbia Basin supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all staff, clients, contacts, members, directors and strategic volunteers are treated with respect.

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

PROCEDURES

1. Staff have a responsibility to:
 - Demonstrate respect to Staff, Clients and Contacts regardless of body type, physical characteristics, athletic ability, gender, gender identity, ancestry, colour, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability, or economic status.
 - Consistently demonstrate the spirit of sport leadership and ethical conduct;
 - Act, when appropriate, to correct or prevent practices that are unjustly discriminatory.
 - Consistently treat Staff, Clients and Contacts fairly and reasonably.
 - Respect the dignity of others. Verbal or physical behaviors that constitute harassment or abuse are unacceptable. [See Harassment & Violence in the Workplace](#)
 - Never advocate or condone the use of drugs or other banned or performance enhancing substances.
 - Never provide underage athletes or volunteers with drugs, alcohol, or vaping, along with tobacco products.
2. Refrain from any behavior 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. [See Harassment & Violence in the Workplace](#)
3. Refrain from any behavior 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. [See Workplace Harassment](#)





4. Refrain from any behavior 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 behavior 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. [See Workplace Violence](#)
5. Refrain from any behavior 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. [See Sexual Harassment](#)
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).
7. If an individual's ability to work is affected they will refrain and communicate this to Executive Director of Board Chair (ie illness, mental health, injury, other)
8. A staff 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, contact or other third-party during business hours, or at any PacificSport event, will be subject to appropriate disciplinary sanctions pursuant to PacificSport Columbia Basin's Discipline, Complaints and Dispute Resolution Policy and Procedures. [See Discipline, Complaints and Dispute Resolution](#)

By signing this code of conduct, I acknowledge that I have read and understood the expectations outlined within. I am committed to upholding the values and standards set forth in this document, and understand that failure to do so may result in disciplinary action, up to and including termination of employment. I understand that this code of conduct is not meant to be exhaustive, and that I am expected to use my best judgment in all situations to maintain a safe, respectful, and inclusive workplace.

Printed Name: _____

Signature: _____

Date: _____





BOARD OF DIRECTORS AND VOLUNTEERS CODE OF CONDUCT

POLICY STATEMENT

Any individual engaged in activities on behalf of PacificSport Columbia Basin shall maintain the dignity and self-esteem of clients, staff and volunteers. They shall conduct themselves in a respectful manner and not willfully damage the property of others. They shall adhere to all federal, provincial and municipal laws and comply with PacificSport Columbia Basin by-laws, policies, procedures, rules and regulations.

Any individual engaged in activities on behalf of PacificSport Columbia Basin shall refrain from any behavior that constitutes harassment or sexual harassment. They shall refrain from any behavior that constitutes violence and will refrain from associating with any client who has incurred an anti-doping rule violation and is serving a sanction. [See Harassment and Violence in the Workplace](#)

Directors of the Board and volunteers shall refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.

PacificSport Columbia Basin adopts and accepts all the language contained in the [BC Universal Code of Conduct](#). An individual who violates the B.C. Universal Code of Conduct may be subject to sanctions pursuant to the PSFV Discipline and Complaints Policy.

DEFINITIONS

The following terms have these meanings in this Code:

“Director of the Board” - A person who has volunteered to join other Board Directors to jointly review and advise the activities of PacificSport Columbia Basin;

“Volunteer” - A person who freely offers to take part in an enterprise or undertake a task.

APPLICATION

The Code of Conduct will ensure a safe and positive environment within PacificSport Columbia Basin by making Directors of the Board and volunteers aware that there is an expectation, at all times, of appropriate behavior consistent with PacificSport’s core values.

PacificSport Columbia Basin supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all staff, clients, contacts, members, directors and strategic volunteers are treated with respect.





This Code also applies to Directors of the Board & volunteer conduct outside of PacificSport's Workplace, business, activities, and events when such conduct adversely affects relationships within PacificSport (and its work and sport environment) and is detrimental to the image and reputation of PacificSport Columbia Basin. Such applicability will be determined by PacificSport at its sole discretion.

PROCEDURES

The **Board of Directors** is committed to teamwork and effective decision-making. Towards this end the Directors of the Board will:

- Endeavour to represent the broader interests of members and/or stakeholders.
- Seek to balance their contribution as both an advisor and learner.
- Be honest with others and true to themselves.
- Refrain from trying to influence other board directors outside of board meetings that might have the effect of creating factions and limiting free and open discussion.
- Be willing to be a dissenting voice, endeavor to build on other director's ideas, offer alternative points of view as options to be considered and invite others to do so too.
- On important issues, be balanced in one's effort to understand other board directors and to make oneself understood.
- Once a board decision is made, support the decision even if one's own view is a minority one.
- Not disclose or discuss differences of opinion on the board with those who are not on the board. The board should communicate externally with "one voice".
- Respect the confidentiality of information on sensitive issues, especially in personnel matters.
- Be an advocate for the organization and its mission wherever and whenever the opportunity arises in their own personal and professional networks.
- Disclose one's involvement with other organizations, businesses or individuals where such a relationship might be viewed as a conflict of interest (see Conflict of Interest Policy).
- Refrain from giving direction, as an individual board member, to the Executive Director or any member of staff.
- Refrain from investigating or discussing the Executive Director's performance with staff members or stakeholders without board authorization.

Volunteers

In the interest of the volunteers and participants served by PacificSport Columbia Basin, the volunteers commit to observing the following code of conduct:

- Treat everyone fairly within the context of their activity, regardless of gender, ethnic background, color, sexual orientation, religion, political belief or economic status.
- Agree to conduct yourself in a manner consistent with the position as a positive role model, and as a representative of PSCB.
- Respect and adhere to the policies of PSCB.





- Respect the privacy and dignity of volunteers and participants by not divulging confidential information without consent, except where required by law as in the case of suspected child abuse.
- Consistently display high personal standards and project a favourable image of PSCB and of volunteering.
- Refrain from public criticism of volunteers, staff and/or participants.
- Refrain from the use of profane, insulting, harassing, or otherwise offensive language while volunteering.
- Regularly seek ways of increasing professional development and self-awareness.

PacificSport Columbia Basin volunteers must:

- Respect the dignity of others. Verbal or physical behaviors that constitute harassment or abuse are unacceptable. [See Harassment & Violence in the Workplace](#)
- Never advocate or condone the use of drugs or other banned or performance enhancing substances.
- Never provide underage athletes or volunteers with drugs, alcohol, or tobacco products.

By signing this code of conduct, I acknowledge that I have read and understood the expectations outlined within. I am committed to upholding the values and standards set forth in this document, and understand that failure to do so may result in disciplinary action, up to and including termination of employment. I understand that this code of conduct is not meant to be exhaustive, and that I am expected to use my best judgment in all situations to maintain a safe, respectful, and inclusive workplace.

Printed Name: _____

Signature: _____

Date: _____

