

## **MOOREDALE SAILING CLUB CODE of CONDUCT and ETHICS**

### **Definitions**

1. The following terms have these meanings in this Code:
  - a) “*Corporation*” – Mooredale Sailing Club
  - b) “*Member*” – All categories of membership defined in the Corporation’s Bylaws as well as all individuals employed by, or engaged in activities with, the Corporation.

### **Purpose**

2. The purpose of this Code is to ensure a safe and positive environment (within the Corporation’s programs, activities, and events) by making Members aware that there is an expectation, at all times, of appropriate behaviour consistent with the values of The Corporation that include excellence, integrity, respect, and cooperation. Further, the Corporation supports equal opportunity, prohibits discriminatory practices.
3. Conduct that violates this Code may be subject to sanctions pursuant to the Corporation’s *Discipline and Complaints Policy*.

### **Application of this Code**

4. This Code applies to Members’ conduct during the Corporation business, activities, and events of the Corporation and any meetings.
5. This Code also applies to Members’ conduct outside of the Corporation’s business, activities, and events when such conduct adversely affects relationships within the Corporation or is detrimental to the image and reputation of the Corporation. Such applicability will be determined by the Corporation at its sole discretion.

### **Responsibilities**

6. Members have a responsibility to:
  - a) Maintain and enhance the dignity and self-esteem of Members and other individuals by:
    - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, colour, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability, or economic status
    - ii. Focusing comments or criticism appropriately and avoiding public criticism of Members
    - iii. Consistently demonstrating the spirit of sportsmanship, 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 Corporation 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. The display of visual material which is offensive or which one ought to know is offensive in the circumstances
    - iii. Unwelcome remarks, jokes, comments, innuendo, or taunts
    - iv. Leering or other suggestive or obscene gestures
    - v. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
    - vi. Practical jokes which cause awkwardness or embarrassment, endanger a person’s safety, or negatively affect performance
    - vii. Any form of hazing defined as any potentially or actual humiliating, degrading, abusive, or dangerous activity expected of a Member by a more senior individual, which does not contribute to

any positive development. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any Member based on class, number of years in the Corporation, or ability.

- viii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
  - ix. Unwelcome sexual flirtations, advances, requests, or invitations
  - x. Physical or sexual assault
  - xi. 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
  - xii. Retaliation or threats of retaliation against an individual who reports harassment to the Corporation
- c) 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
- d) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods.
- e) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- f) 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 Corporation's events
- g) Respect the property of others and not willfully cause damage
- h) Adhere to all federal, provincial, and municipal laws
- i) Comply, at all times, with the Corporation's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time

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

7. In addition to section 6 (above), the Corporation's Board Members, Committee Members, and Staff will have additional responsibilities to:
- a) Function primarily as a member of the board and/or committee(s) of the Corporation; not as a member of any other particular member or constituency
  - b) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the Corporation's business and the maintenance of Member confidence
  - c) Ensure that the Corporation's financial affairs are conducted in a responsible manner with due regard for all fiduciary responsibilities
  - d) Conduct themselves professionally, lawfully and in good faith in the best interests of the Corporation
  - 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) Keep informed about the Corporation activities and general trends in the sectors in which it operates

- h) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which the Corporation is incorporated
- i) Respect the confidentiality appropriate to issues of a sensitive nature
- j) Ensure that all Members are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight
- k) Respect the decisions of the majority
- l) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
- m) Have a thorough knowledge and understanding of all the Corporation's governance documents