



PACIFICSPORT FRASER VALLEY (“PSFV”) CODE OF CONDUCT AND ETHICS

Reviewed and Approved by PSFV Board – [September 2023]

PSFV 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 *PSFV Discipline, Complaints and Dispute Resolution Policy*.

PURPOSE

1. The purpose of this Code is to ensure a safe and positive environment within the programs, activities, workplace and events of PSFV by making all Stakeholders and Clients aware that there is an expectation, at all times, of appropriate behaviour consistent with PSFV’s core values, mission, and policies.

DEFINITIONS

2. The following terms have these meanings in this Code:
 - a) **Clients** - Users of PSFV services, including on-site services, such as athletes, coaches, medical staff, and other personnel connected to a team or athlete.
 - b) **Contacts** - Includes partners, potential and existing.
 - c) **Director** - An individual who is a member of the Board of PSFV;
 - d) **Staff** - Any individual employed by, or engaged in activities on behalf of, PSFV including: employees, contract personnel, volunteers, medical personnel, researchers, and administrators.
 - e) **Stakeholders** – Directors, Volunteers, and Staff.
 - f) **Volunteer** - A person who freely offers to take part in an enterprise or undertake a task for PSFV.
 - g) **Workplace** - Any place where business or work-related activities are conducted. Workplaces include but are not limited to, the PSFV offices, work-related social functions, work assignments outside PSFV offices, work-related travel, and work-related conferences or training sessions.

APPLICATION

3. This Code applies to the conduct of all Stakeholders and Clients during the business, activities, and events of PSFV including, but not limited to competitions, practices, evaluations, treatment, or consultations (e.g., massage therapy), training camps, travel associated with organizational activities, the office environment, and any meetings.
4. This Code also applies to the conduct of all Stakeholders and Clients outside of the business, activities, workplace, and events of PacificSport Fraser Valley when such conduct adversely affects PSFV’s relationships (and the work and sport environment) or is detrimental to the image and reputation of PSFV. Such applicability will be determined by PSFV at its sole discretion.
5. This Code applies to Stakeholders and Clients who are registered with PSFV. This Code also applies to Stakeholders and Clients who are no longer registered or affiliated with PSFV but against whom a claim has been submitted that a potential breach of this Code occurred when the Stakeholder or Client was registered or affiliated with PSFV.





RESPONSIBILITIES

6. All Stakeholders and Clients have a responsibility to:
- a) Demonstrate respect to Stakeholders, 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.
 - b) Consistently demonstrate the spirit of sport leadership and ethical conduct;
 - c) Act, when appropriate, to correct or prevent practices that are unjustly discriminatory.
 - d) Consistently treat Stakeholders, Clients and Contacts fairly and reasonably.
 - e) Respect the dignity of others. Verbal or physical behaviours that constitute harassment or abuse are unacceptable.
 - f) Never advocate or condone the use of drugs or other banned or performance enhancing substances.
 - g) Never provide underage athletes or volunteers with drugs, alcohol, or vaping, along with tobacco products.
 - h) 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. (Additional details are provided in the *Harassment and Violence in the Workplace Policy*)
 - i) 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. (Additional details are provided in the *Harassment and Violence in the Workplace Policy*)
 - j) 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.
 - k) 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.
 - l) 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).
 - m) 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.
 - n) Consistently display high personal standards and project a favourable image of PSFV and of volunteering.
 - o) Refrain from public criticism of volunteers, staff and/or participants.





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- p) Refrain from the use of profane, insulting, harassing, or otherwise offensive language.
 - q) Regularly seek ways of increasing professional development and self-awareness.
7. In addition to their general responsibilities, Directors have the following additional responsibilities:
- a) Endeavour to represent the broader interests of members and/or stakeholders.
 - b) Seek to balance their contribution as both an advisor and learner.
 - c) Be honest with others and true to themselves.
 - d) Refrain from trying to influence other Directors outside of board meetings that might have the effect of creating factions and limiting free and open discussion.
 - e) Be willing to be a dissenting voice, endeavor to build on other Directors' ideas, offer alternative points of view as options to be considered and invite others to do so too.
 - f) On important issues, be balanced in one's effort to understand other Directors and to make oneself understood.
 - g) Once a Board decision is made, support the decision even if one's own view is a minority one.
 - h) 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".
 - i) Respect the confidentiality of information on sensitive issues, especially in personnel matters.
 - j) Be an advocate for the organization and its mission wherever and whenever the opportunity arises in their own personal and professional networks.
 - k) 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*).
 - l) Refrain from giving direction, as an individual board member, to the Executive Director or any member of staff.
 - m) Refrain from investigating or discussing the Executive Director's performance with staff members or stakeholders without board authorization.

ADMINISTRATION

- 8. A Stakeholder or Client 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 PSFV event, will be subject to appropriate disciplinary sanctions pursuant to PSFV's *Discipline, Complaints and Dispute Resolution Policy*.
- 9. It is a breach of this *Code of Conduct and Ethics* for any Stakeholder or Client to engage in any act that threatens or seeks to intimidate another individual with the intent of discouraging that individual from filing, in good faith, a complaint or report pursuant to any policy of PSFV. It is also a breach of this *Code of Conduct and Ethics* for an individual to file a complaint or report for the purpose of retaliation, retribution or reprisal against any other individual. Any individual found to be in breach of this section shall be liable for the costs related to the disciplinary process required to establish such a breach.
- 10. The collection, use and disclosure of any personal information pursuant to this Policy is subject to the *Privacy Policy*.

