



FEMMES ET SPORT AU CANADA CANADIAN WOMEN & SPORT

CANADIAN WOMEN & SPORT

CODE OF CONDUCT AND ETHICS

Canadian Women & Sport recognizes the recent development of the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS). Since the UCCMS may continue to evolve in the foreseeable future, this *Code of Conduct and Ethics* incorporates the key elements of the current version (5.1) of the UCCMS. This will be reviewed as per the scheduled process.

Definitions

1. The following terms have these meanings in this Code:

- a) *“Representatives”* – Individuals employed by, or engaged in activities with, Canadian Women & Sport including, but not limited to, volunteers, managers, administrators, committee members, and Directors and Officers of Canadian Women & Sport
- b) *“Discrimination”* – Negative differential treatment of an individual based on one or more prohibited grounds which include race, citizenship, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, or disability.
- c) *“Harassment”* – A course of vexatious comment or conduct against a Representative or group, which is known or ought to reasonably be known to be unwelcome. Types of behaviour that constitute Harassment include, but are not limited to:
 - i. Written or verbal abuse, threats, or outbursts;
 - ii. Repeated offensive or intimidating emails, phone calls, remarks, jokes, comments, innuendo, or taunts;
 - iii. Racial harassment, which is racial slurs, jokes, name calling, or insulting behaviour or terminology that reinforces stereotypes or discounts abilities because of racial or ethnic origin;
 - 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. Pranks, hazing or practical jokes which endanger a person’s safety, or may negatively affect performance;
 - vii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing;
 - viii. Deliberately excluding or socially isolating a person from a group, team or work-related social gatherings;
 - ix. Deliberately withholding information that would enable a person to do his or her job, perform or train;
 - x. Sabotaging someone else’s work or performance;
 - xi. Gossiping or spreading malicious rumours;
 - xii. Persistent sexual flirtations, advances, requests, or invitations;
 - xiii. Physical or sexual assault;



- xiv. Displaying or circulating offensive pictures, photographs or materials in printed or electronic form;
 - xv. Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning.
 - xvi. Behaviours such as those described above that are not directed towards a specific person or group but have the same effect of creating a negative or hostile environment; and
 - xvii. Retaliation or threats of retaliation against a person who reports harassment to Canadian Women & Sport.
- a) *“Maltreatment”* – A volitional act by a Representative that results in harm or the potential for physical or psychological harm to another Representative, and includes any of the following behaviours or conduct:
- i. Psychological Maltreatment: any pattern or single serious incident of deliberate conduct that has the potential to be harmful to the psychological well-being of a Representative. It includes:
 - a. Verbal Acts: verbally assaulting or attacking a Representative.
 - b. Non-assaultive Physical Acts (no physical contact): physically aggressive behaviours, including but not limited to throwing objects at or in the presence of others without striking another; hitting, striking or punching objects in the presence of others.
 - c. Acts that Deny Attention or Support: acts of omission that deny attention and support or foster isolation.
 - ii. Physical Maltreatment: any pattern or single serious incident of deliberate conduct that has the potential to be harmful to the physical well-being of a Representative.
 - iii. Sexual Maltreatment: see *Sexual Harassment*.
 - iv. Grooming: includes, without limitation, deliberate conduct by a Representative to sexualize a relationship with a Minor.
 - v. Interference with or manipulation of process: any action taken by a Representative that directly or indirectly undermines the integrity of a process instituted pursuant to this Code or any other Canadian Women & Sport policy.
 - vi. Retaliation: any adverse action by a Representative against any other Representative for making a good faith report of possible violation of the *Code of Conduct and Ethics* or for participating in any process found in a Canadian Women & Sport policy. Retaliation does not include good-faith actions lawfully pursued in response to a report of possible violation of the Code.
 - vii. Aiding and Abetting: any act taken with the purpose of facilitating, promoting, or encouraging a violation of the *Code of Conduct and Ethics* by a Representative. Aiding and Abetting also includes, without limitation, knowingly:
 - a. allowing any Representative to violate the terms of their suspension or any other sanctions imposed.
 - b. Failure by an adult Representative to report actual or suspected Maltreatment of a Minor.
 - viii. Failure to report inappropriate conduct: any Representative who suspects or becomes aware of another Representative’s inappropriate conduct, even if it is not defined in this policy, has a duty to report such inappropriate conduct to Canadian Women & Sport.
 - ix. Intentionally filing a false allegation: any individual shall not be considered to have filed a false allegation in cases where the allegation cannot be substantiated by supporting evidence but was nevertheless filed in good faith



- b) “*Minor*” – Any individual who is under the age of majority at the time and in the jurisdiction where the alleged Maltreatment has occurred. Adults are responsible for knowing the age of a minor.
- c) “*Sexual Harassment*” – A course of vexatious comment or conduct against an individual because of sex, sexual orientation, gender identify or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advance to the Individual and the person knows or ought reasonably to know that the solicitation or advance is unwelcome. Types of behaviour that constitute Sexual Harassment include, but are not limited to:
- i. Sexist jokes;
 - ii. Threats, punishment, or denial of a benefit for refusing a sexual advance;
 - iii. Offering a benefit in exchange for a sexual favour;
 - iv. Demanding hugs;
 - v. Bragging about sexual ability;
 - vi. Leering (persistent sexual staring);
 - vii. Sexual assault;
 - viii. Display of sexually offensive material;
 - ix. Distributing sexually explicit messages or attachments such as pictures or video files;
 - x. Sexually degrading words used to describe an individual;
 - xi. Unwelcome inquiries into or comments about an individual’s gender identity or physical appearance;
 - xii. Inquiries or comments about an individual’s sex life;
 - xiii. Persistent, unwanted attention after a consensual relationship ends;
 - xiv. Persistent unwelcome sexual flirtations, advances, or propositions; and
 - xv. Persistent unwanted contact.
- d) “*Workplace*” - Any place where business or work-related activities are conducted. Workplaces include but are not limited to, Canadian Women & Sport’s office, work-related social functions, work assignments outside Canadian Women & Sport’s offices, work-related travel, and work-related conferences or training sessions.
- e) “*Workplace Harassment*” – Vexatious comment or conduct against a worker in a Workplace 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/training function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions. See the definition of *Harassment* for types of behaviour that constitute Workplace Harassment when they occur in the Workplace.
- f) “*Workplace Violence*” – the use of or threat 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 Violence include, but are not limited to:



- i. Verbal or written threats to attack;
- ii. Sending to or leaving threatening notes or emails;
- iii. Physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, or throwing objects;
- iv. Wielding a weapon in a Workplace;
- v. Hitting, pinching or unwanted touching which is not accidental;
- vi. Dangerous or threatening horseplay;
- vii. Physical restraint or confinement;
- viii. Blatant or intentional disregard for the safety or wellbeing of others;
- ix. Blocking normal movement or physical interference, with or without the use of equipment;
- x. Sexual violence; and
- xi. Any attempt to engage in the type of conduct outlined above.

Purpose

2. The purpose of this Code is to ensure a safe and positive environment (within Canadian Women & Sport's programs, activities, and events) by making Representatives aware that there is an expectation, at all times, of appropriate behaviour consistent with Canadian Women & Sport's core values. Canadian Women & Sport supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect and fairness.

Application of this Code

3. This Code applies to Representatives' conduct during Canadian Women & Sport's business, activities, and events including, but not limited to, conferences, travel associated with Canadian Women & Sport's activities, Canadian Women & Sport's office environment, and any meetings.
4. A Representative who violates this Code may be subject to sanctions pursuant to Canadian Women & Sport's *Discipline and Appeal Policy*.
5. An employee of Canadian Women & Sport found to have engaged in acts of violence or harassment against any other employee, worker, contractor, member, customer, supplier, client or other third party during business hours, or at any Canadian Women & Sport event, will be subject to appropriate disciplinary action subject to the terms of Canadian Women & Sport's *Human Resources Policy* as well as the employee's Employment Agreement (if applicable).
6. This Code also applies to Representatives' conduct outside of Canadian Women & Sport's business, activities, and events when such conduct adversely affects relationships within Canadian Women & Sport (and its work environment) and is detrimental to the image and reputation of Canadian Women & Sport. Such applicability will be determined by Canadian Women & Sport at its sole discretion.

Responsibilities

7. Representatives have a responsibility to:
 - d) Maintain and enhance the dignity and self-esteem of Canadian Women & Sport members and other individuals by:
 - i. Demonstrating respect to individuals regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, or disability



- ii. Focusing comments or criticism appropriately and avoiding public criticism of organizers, volunteers, employees, or members
- iii. Consistently demonstrating ethical conduct
- iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
- v. Consistently treating individuals fairly and reasonably
- e) Refrain from any behaviour that constitutes Harassment, Workplace Harassment, Sexual Harassment, Workplace Violence, Discrimination or any form of Maltreatment
- f) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- g) Not consume cannabis in the Workplace or in any situation associated with Canadian Women & Sport's events (subject to any requirements for accommodation), not consume 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 Canadian Women & Sport's events
- h) Respect the property of others and not wilfully cause damage
- i) When driving a vehicle with an Individual:
 - i. Not have his or her license suspended;
 - ii. Not be under the influence of alcohol or illegal drugs or substances; and
 - iii. Have valid car insurance
- j) Adhere to all federal, provincial, municipal and host country laws
- k) Comply, at all times, with Canadian Women & Sport's bylaws, policies, and procedures, as adopted and amended from time to time

Directors, Committee Members, and Staff

8. In addition to section 7 (above), Canadian Women & Sport's Directors, Committee Members, and Staff will have additional responsibilities to:
- a) Function primarily as a Director or Committee Member of Canadian Women & Sport; 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 Canadian Women & Sport's business and the maintenance of Individuals' confidence
 - c) Ensure that Canadian Women & Sport's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
 - d) Conduct themselves openly, professionally, lawfully and in good faith in the best interests of Canadian Women & Sport
 - 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
 - g) Keep informed about Canadian Women & Sport's activities and general trends in the sectors in which they operate
 - h) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which Canadian Women & Sport is incorporated
 - i) Respect the confidentiality appropriate to issues of a sensitive nature
 - 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 Canadian Women & Sport governance documents



m) Adhere to the bylaws and policies approved by Canadian Women & Sport

Subjecting a Representative to Maltreatment

9. It is a violation of this Code for any Representative to place another Representative in a situation that makes them vulnerable to Maltreatment.

Review and Amendments

10. Review and amendments shall take place bi-annually, in consultation with staff, Board of Directors and subject-matter experts. The next review will take place in May 2022.