



## 405 – CODE OF CONDUCT

### 405. 1 Policy Statement:

This policy sets out four conduct standards that the Barrie Curling Club (The BCC) is guided by in doing business. The BCC is committed to business practices that follow rigorous ethical, professional and legal standards. Upholding the code of conduct creates a positive reputation by demonstrating The BCC core values and socially responsible business practice.

### 405. 2 Policy Direction:

#### 405.2.1 Principles

The four BCC code of conduct principles underlie all actions and are the measure to evaluate acceptable decisions. The following is the principles with a non-exhaustive list of related examples that are to guide application of this policy:

1. **Obey the rule of law** – comply with the laws of Ontario and Canada.
2. **Commitment to honest, fair and transparent practices** –
  - a. Canadian Statute of Human Rights and Freedoms. Transgressions of this statute are not acceptable in any dealings. Complaints shall be taken seriously and dealt with promptly. Advice should be sought immediately from the 1<sup>st</sup> Vice President.
  - b. Conflict of Interest. Avoid situations in which financial or other personal interests or dealings are or may be in conflict with the interests of The BCC. When it is impossible to avoid such, the conflict of interest must be clearly disclosed to 1<sup>st</sup> Vice President for decision on action required. Business or financial arrangements with The BCC by a family member, an associate, a friend or close acquaintance are acceptable; however, advice must first be sought from the 1<sup>st</sup> Vice President to ensure a process is in place to avoid generating a conflict of interest. Agreements to purchase goods or services from a prospective supplier on condition that the supplier receives services from The BCC require a BCC Board of Director's (BCC Board) decision as part of an objective and transparent contracting process.
  - c. Donations and Gifts.
    - i. Donations to or gifts from political or religious organizations or for political causes are not permitted.
    - ii. Improper payments shall not be made or taken for any reason.
    - iii. Gifts and entertainment should not place the recipient or The BCC under any obligation. Team prizes or gifts provided as part of normal curling activities are acceptable. Customary nominally valued business gifts or entertainment for the benefit of all members are acceptable.
  - d. Business Practices.
    - i. Individuals for employment, promotion or volunteer positions shall be selected based on ability and experience, free from discrimination.
    - ii. High standards of security, safety and occupational health must be maintained within any actions. Any workplace hazards should be brought to the Club Manager's attention for resolution.
    - iii. Contract conditions and payments shall be respected. Record, all transactions in a timely manner in the accounting records of The BCC and provide supporting documents for all payments and transactions, clearly identifying and describing their nature and purpose.
    - iv. Electronic communications and equipment shall only be used for The BCC operations and guest WIFI services. No illegal, offensive or obscene materials are permitted by The BCC, its membership or guests.
    - v. Correctly, respect and action the legal process for draws and lotteries conducted at The BCC.
3. **Commitment to accurate and honest reporting to our stakeholders** –
  - a. Minutes of Board meetings will be posted promptly for the perusal of all members of The BCC. Confidential items pertaining to human resources matters, the acquisition of property when any disclosure may affect

sensitive negotiations, or legal issues that have not as yet been resolved, will not be included in the minutes, but will be circulated to the directors as “Confidential Matters”.

- b. The actions of the individual BCC Board members shall be consistent with the decisions of the BCC Board.
- c. All BCC records, documentation, contracts, funds and bank balances of any kind are to be reflected in the books and records of The BCC. Accounting practices that suppress records, miss-state operating results, obscure the nature or otherwise alter the substance of any transaction are not permitted.

**4. Respecting the confidentiality of information entrusted to The BCC**

- a. Act with integrity with information obtained and held on behalf of The BCC and be on guard to avoid careless or inadvertent disclosures which may damage The BCC's business or that of its stakeholders.
- b. Do not access, modify, disclose or make use of any confidential, Club, personal or supplier data for any purpose other than legitimately carrying out work-related duties. If it is necessary to disclose unpublished information, permission must first be obtained from the 1<sup>st</sup> Vice President. The data recipient must be advised that the data is confidential and that he or she will become subject to the same dealing and disclosure restrictions.
- c. BCC Board members and other invitees permitted to attend such meetings at the recommendation of the President shall not disclose any information obtained during the course of meetings restricted to the BCC Board members.
- d. No member is permitted to use lists of members or other confidential information gathered by The BCC to propagate personal views or for any other purposes not specifically authorized by the BCC Board.

**405.2.2 Implementation.**

- 1. All sections, including the BCC Board, will determine how the code of conduct impacts on their operations and then, govern their decisions and actions accordingly.
- 2. The conveners in each section will ensure compliance with the code of conduct.
- 3. All sections will inform the 1<sup>st</sup> Vice President about code of conduct issues and will report on performance against this policy as required by the BCC Board.
- 4. The 1<sup>st</sup> Vice President will monitor adherence to this policy, will support the Club Manager in the discharge of his or her responsibilities and will provide guidance to all sections.
- 5. Should recourse be needed the 1<sup>st</sup> Vice President will refer the issue to the President for adjudication or presentation to the BCC Board for a final determination as necessary.

**405.3 Policy Accountability:**

*Policy Authority.* The 1st Vice President is responsible for queries related to this policy.

*Policy Application.* This policy applies to all at The BCC. Further, The BCC expects equivalent standards of conduct from its stakeholders. Failure to act within the code of conduct is serious. Depending upon the circumstances, an indiscretion could result in sanctions for members, disciplinary action for employees or termination of relationships with stakeholders.

**405.4 Related Documents:**

Applies as the underlying intent within the direction and message of all documentation of The BCC.

**405.5 Policy Dates:**

Board of Directors Approval Date: 2014

Policy Review Date: December 2019