



CODE OF CONDUCT - BOARD OF DIRECTORS & EMPLOYEES			
<b>Reviewed:</b>	February 26, 2017 December 2016; December 2015; December 2014	<b>Effective:</b>	February 26, 2017
<b>Next Review:</b>	February 2020	<b>Approval:</b>	Board of Directors

## 1. APPLICATION

This Policy applies to the **Board of Directors** and **Employees** (staff or consultants) of Athletics Ontario (AO) and their conduct at any AO activities, programs, or events and includes conduct in activities in any way related to AO and/or its members.

## 2. POLICY

### (a) As a member of Athletics Ontario Board of Director Members or Employees must:

- 1) Not knowingly place themselves in a situation that could give rise to a conflict between personal interests and the interests of AO;
- 2) Refrain from using alcohol and tobacco products during AO activities, meetings, training or competitive events;
- 3) Be courteous and respectful to other members of the athletic community;
- 4) Refrain from the use of profane, insulting or offensive language;
- 5) Refrain from public criticism of other members of the athletics community;
- 6) Respect the dignity of others;
- 7) Display an active support of Athletics Ontario;
- 8) Act in a manner that will bring credit to the athletics community and themselves;
- 9) Abide by the Athletics Canada - Member Conduct Policy – Expected Standard of Ethical Conduct: <http://athletics.ca/wp-content/uploads/2014/12/Policy-on-Member-Conduct.doc-Nov.-2014.pdf>

### (b) All Board Members and Employees of Athletics Ontario must also, at all times, conduct themselves in a manner that:

- 1) Supports the values and objectives of AO;
- 2) Serves the overall best interests of AO rather than any particular constituency;
- 3) Brings credibility and good will to AO;
- 4) Respects principles of fair play and due process;
- 5) Demonstrates respect for individuals in all manifestations of their physical, mental, cultural and linguistic diversity and life circumstances;
- 6) Respects and gives fair consideration to diverse and opposing viewpoints;
- 7) Demonstrates due diligence and dedication in preparation for and attendance at meetings, special events and in all other activities on behalf of AO;
- 8) Demonstrates good faith, prudent judgement, honesty, transparency and openness in their activities on behalf of AO;

- 9) Ensures that the financial affairs of AO are conducted in a responsible and transparent manner with due regard for their fiduciary responsibilities and public trusteeship (Board of Directors);
- 10) Avoids real or perceived conflicts of interest;
- 11) Conforms with the By-law, Governance Policies and other policies approved by the Board, in particular this Code of Conduct, the (Board of Directors) Oath of Office and Conflict of Interest;
- 12) Publicly demonstrates acceptance, respect and support for decisions legitimately taken in transaction of AO's affairs.

**(c) Confidentiality**

- 1) Board members and employees shall not divulge any confidential information to any person, including family members, unless expressly authorized by AO or required by law to do so. This obligation continues indefinitely, even when no longer employed by or in the service of the association.
- 2) Confidential information includes personal or proprietary information about a Board member, registered club or member, employee, supplier or other third party.
- 3) Board members and employees are expected to exercise due diligence in the protection of confidential information. This includes, but is not limited to, such physical measures as the locking of file cabinets, the securing of personal computer databases, password protecting mobile devices and appropriately shredding confidential documents.
- 4) Paper files and documents shall not be removed from AO offices unless expressly and properly authorized, recorded, and signed out for a specified time and purpose.
- 5) When remotely accessing AO systems, a Board member or employee must do so from a secure environment using his or her own computer or one supplied by AO. A Board member or employee must not access organization information from publicly accessible systems, such as an Internet café or a friend or relative's computer, since confidential material may inadvertently remain on the outside system after such access.
- 6) Board members and employees or agents may not use confidential association information for their own benefit or for the benefit of family or other close personal or professional associates.
- 7) No Board member or employee shall create or participate in the creation of a false or misleading record.

**(d) Compliance**

By registering or entering into an employment agreement with Athletics Ontario a Board Member or Employee agrees to abide by all AO's rules, policies, and procedures.

**(e) Non Compliance, Complaints or Disputes and Appeals**

Any decisions rendered under this policy will be dealt with, but not limited to one (or a combination) of the following processes outlined in the Athletics Ontario By-Laws, Governance Policy, HR Policy and Employee Handbook, Dispute Resolution Policy, Harassment Policy or Discipline Policy.

## APPENDIX A

### BOARD OATH OF OFFICE

Below is the Athletics Ontario 'Oath of Office' all Board of Director Members must sign:

#### *Oath of Office*

I, \_\_\_\_\_ a director of Athletics Ontario, declare that, in carrying out my duties as a director, I will:

- 1) Exercise the powers of my office and fulfil my responsibilities in good faith and in the best interests of the AO.
- 2) Exercise these responsibilities, at all times, with due diligence, care and skill in a reasonable and prudent manner.
- 3) Respect and support the organization's By-law, Governance Policies, Codes of Conduct and Confidentiality, and decisions of the Board and membership.
- 4) Keep confidential all information that I learn about members, personnel and any other matters specifically determined by board motion to be matters of confidence, particularly those matters dealt with during in-camera meetings of the Board.
- 5) Conduct myself in a spirit of collegiality and respect for the collective decisions of the Board and subordinate my personal interests to the best interests of AO
- 6) Immediately declare any real or apparent personal conflict of interest that may come to my attention.
- 7) Immediately resign my position as director of AO in the event that I, or my colleagues on the Board, have concluded that I have breached my 'Oath of Office'.

*Signature:*

*Date:*

- END -