

## Code of Conduct and Ethics

### Purpose:

The Family Leisure Centre Association of Southeast Calgary Board of Directors is committed to conducting business in an open and ethical manner. This is accomplished by creating and maintaining effective and positive working relationships built on the strength of trust, accountability, and integrity in all business practices. It is the expectation that every board member act in accordance with this Code of Conduct and Ethics by conducting themselves in an ethical and professional manner, at all times.

### Scope:

The board of directors Code of Conduct and Ethics shall be adhered to by The Trico Centre The Family Leisure Centre Association of Southeast Calgary members without exception.

The following Code of Conduct and Ethics Shall:

- Outline the Family Leisure Centre Association of Southeast Calgary Board of Directors Code of Conduct
- Delineate the Code of Ethics
- Summarize Mutual Respect
- Establish Conflicts of Interest, Reporting and Resolution Procedures

### Definitions:

*Discrimination* – the unjust or prejudicial treatment of different categories of people, especially on the grounds of race, age or sex (Oxford Universities Press, 2011).

*Ethics* – Moral principles that govern a person's behaviour or the conducting of an activity (Oxford Universities Press, 2011).

*Harassment* – aggressive pressure or intimidation (Oxford Universities Press, 2011).

*Illegal* – Contrary to or forbidden by law, especially criminal law (Oxford Universities Press, 2011).

*Legal* – Permitted by law (Oxford Universities Press, 2011).

*Moral* – Concerned with the principles of right and wrong behaviour (Oxford Universities Press, 2011).

*Unethical* – Not morally correct (Oxford Universities Press, 2011).

**Conduct:**

Conduct for the purpose of the Family Leisure Centre Association of Southeast Calgary's Board of Directors is to preserve the core values and principles that the organization is founded on such as: a commitment to excellence and promoting healthy active lifestyles in a welcoming and respectful family environment. This includes support and governance whereby the organization will be managed with honesty, integrity and conducting business interactions with local communities, members, patrons, employees, suppliers, competitors, sponsors and the public in a fair and ethical manner. Through the commitment of every board member, Trico Centre will be able to safeguard and maintain the fundamental nature of the "Code of Business Conduct" and as such is essential for the organization's continued success.

Conduct unbecoming and/or of detrimental to the success of the organization can include actions that are:

1. Hazardous to the safety of individuals
2. Criminal / Negligent / Immoral behaviour
3. Negative influences that affect morale
4. Activities (i.e. business, personal or financial) that are detrimental to the success of the business

**Unacceptable Actions / Behaviours:**

Unacceptable behaviours include, but are not limited to, the following:

- Causing physical harm to another person
- Threats or harassing behaviour
- Willful damage or destruction to employer and/or their property
- Threatening, disorderly, immoral, or indecent conduct
- Violation of Health and Safety (practices, policies and/or procedures)
- Theft, including physical and intellectual properties
- Insubordination, misrepresentation of the organization and/or not working in the best interests of the organization
- Dishonest, illegal or improper business activities
- The use, possession, sale, manufacturing or dispensation of any illegal drug, alcohol, or paraphernalia associated with either
- Failure to meet stated goals, objectives and/or performance required for the position and as outlined in the by-laws

Every board member is expected to perform his/her job duties in a manner that is respectful and adheres to all practices, policies and bylaws on behalf of the organization.

**Ethics:**

All board members will strive to protect the organization and associated stakeholders (employees, vendors, etc.) from any illegal or damaging actions committed by individuals, either knowingly or unknowingly. Board members are expected to set and lead by example.

**Unethical Behaviour:**

Unethical behaviour is strictly prohibited and includes, but is not limited to:

- Performing unethical or compromising practices in business relationships
- Harassment, discrimination and/or abuse
- Improper use of Organizational information (i.e. trade secrets, contacts, financial information, etc.)
- Use of organizational assets and/or business relationships for personal use or gain
- Falsifying, misrepresenting or illegally reporting financial/private information
- Competing with the organization for personal or business gain
- Accepting or giving gifts, monetary or otherwise to influence business decisions

**Violations:**

In the event a violation of this policy occurs, the Executive Board of Directors acting in the best interests of the organization will employ corrective measures that reflect the severity of the offence. Some violations may indelibly affect the organization, and in such cases punitive measures may include expulsion of a board member from the Family Leisure Centre Association of Southeast Calgary and/or possible legal action.

**Mutual Respect:**

The Executive Board recognizes that to achieve its vision, the atmosphere and environment it provides must be such that it demonstrates respect, dignity, equity and safety for all members of the board. As such, it is every board members responsibility to be respectful, civil and professional in their dealings with other board members, employees and the public on behalf of the organization.

**Discrimination, Harassment and/or Abuse:**

Discrimination, harassment and abuse are prohibited grounds under Alberta's Employment Standards Code, Alberta Human Rights and Citizenship Commission and Canada's Labor Code, which is intended to provide every person with the right to equal treatment with respect to services, goods and facilitates, without discrimination based on any protected grounds. Any form of discrimination, harassment or abuse is unacceptable and will be taken seriously and investigated in a timely, objective and thorough manner.

**Discrimination** is when an individual is treated differently from others without justification.

**Harassment** is when an individual experiences offensive behavior, troublesome conduct or comments that are unwelcome and unwanted.

**Abuse** is behavior where physical violence and/or emotional coercion are used to gain or maintain power or control over another individual. Abuse can take the form of unacceptable emotional, physical and verbal conduct.

Discrimination, harassment and abusive behaviour are not limited to, but may also include:

- Unwanted actions, comments, jokes, posters, cartoons, graffiti, drawings, innuendoes or taunting motivated by a person's race, color, citizenship, national origin, sex, age, religion, creed, language, marital status, family status, pregnancy, sexual orientation, disability, handicap, political belief or any other statutory prohibited grounds as outlined by Alberta's Employment Standard Code, Alberta Human Rights and Citizenship Commission and Canada's Labor Code.
- Unwanted sexual advances, comments, gestures, leering or unnecessary / unwanted physical contact/touching; jokes, slurs, sexually suggestive pictures, cartoons, graffiti, drawings or written materials.
- Implied or expressed promise of favor for complying with a sexual request (i.e. condition of employment, promotion or hiring, performance appraisal, compensation, etc.)
- Indirect or expressed threats, reprisals or denial of opportunity for refusing to comply with a sexual request.
- Verbal, Emotional and or direct physical abuse and harassment intended to cause an individual harm.
- Unwarranted and unfounded charges and complaints brought against another person with the intent to discredit, harass, or in any way harm the individual.

#### **Reporting Discrimination and/or Harassment:**

Any board member who feels that they have been the victim of, or witnessed harassment, discrimination or abuse should report the incident to the Executive Board immediately. Allegations of discrimination, harassment and/or abuse will be investigated by the Executive Board in a fair and equitable manner.

#### **Privacy and Confidentiality:**

All board members, the organization, vendors, employees and patrons are entitled to the rights of privacy. It is the responsibility of every board member to safeguard their personal information and that of the organization and their fellow Board members. In the event that a board member feels his/her personal privacy is being intruded upon, they should contact a member of the Executive Committee to help resolve their concern.

As a board member with the Family Leisure Centre Association of Southeast Calgary there may be the opportunity to gain access to information that is confidential, privileged, or important to other individuals and/or the organization. In respect for the rights and information of every board member, the organization, employees and patrons every board member is responsible for protecting the confidentiality of the organizations information, which might be damaging if improperly disclosed. The use and/or disclosure of confidential information must be utilized for business purposes only and not for personal benefit or gain. This applies to the disclosure of confidential information relating to board dealings, Trico Centre's operations, financials, its work activities as well as information pertaining to companies, members and patrons doing business with Trico Centre and on behalf of the organization.