



Policy Number:	2.4
Policy Grouping:	Risk Management
Date First Adopted:	March 2, 2008
Date Last Amended:	October 27, 2016
Approved By:	OCPSA Board of Directors

2.4 CODE OF CONDUCT AND ETHICS POLICY - DIRECTORS

Code of Conduct

1. OCPSA is committed to providing a safe and positive environment in which all individuals are treated with respect. Further, OCPSA supports equal opportunity and prohibits discriminatory practices. Members of OCPSA, parents/guardians of OCPSA members, participants in OCPSA programs and activities, and spectators at OCPSA's events are expected to conduct themselves at all times in a manner consistent with the values of OCPSA.
2. Conduct that violates this Code of Conduct may be subject to sanctions pursuant to OCPSA's policies related to discipline and complaints.

Purpose

3. The purpose of this Code of Conduct is to ensure a safe and positive environment within OCPSA programs, activities and events, by making all individuals aware that there is an expectation of appropriate behavior, consistent with the values of OCPSA, at all times.

Definitions

4. The following terms have these meanings in this Policy:
 - a) "*Individuals*" - OCPSA Representative, parents/guardians of OCPSA Representatives, other participants in OCPSA programs and activities, and spectators at OCPSA events.
 - b) "*OCPSA*" – Ontario Cerebral Palsy Sport Association.
 - c) "*OCPSA Representative*" - Any director, officer, committee member, employee, volunteer, coach, athlete, official, referee, manager and member within OCPSA.

Application of the Policy

5. This policy applies to Individuals relating to conduct that may arise during the course of OCPSA's business, activities and events, including but not limited to, office environment, competitions, practices, training camps, travel associated with activities, and any meetings of staff, committees or the Board of Directors.
6. This policy applies to conduct that may occur outside of OCPSA's business and events when such conduct adversely affects relationships within OCPSA's work and sport environment.

7. Conduct arising within the business, activities and events of clubs or other organizations affiliated with OCPA will be dealt with using the policies and mechanisms of such organizations.

General Responsibilities

8. **All** Individuals have a responsibility to:
- a) Maintain and enhance the dignity and self-esteem of OCPA Representatives and other Individuals by:
 - i. Demonstrating respect to individuals regardless of body type, athletic ability, gender, ethnic or racial origin, sexual orientation, age, marital status, religion, political belief, disability or economic status;
 - ii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees and members;
 - iii. Consistently demonstrating the spirit of sportsmanship, sports leadership and ethical conduct;
 - iv. Acting, when appropriate, to prevent or correct practices that are unjustly discriminatory;
 - v. Interacting with others in a way that enables all individuals to maintain their dignity and respect;
 - vi. Consistently treating individuals fairly and reasonably;
 - vii. Ensuring that the rules of the sport of Boccia and Athletics, and the spirit of such rules, are adhered to.
 - b) Refrain from any behavior 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. Types of behavior that constitute harassment include, but are not limited to:
 - i. Written or verbal abuse, threats or outbursts;
 - ii. The display of visual material which is offensive or which one ought to know is offensive;
 - iii. Unwelcome remarks, jokes, comments, innuendo or taunting about a person's looks, body, attire, age, race, religion, sex or sexual orientation;
 - iv. Leering or other suggestive or obscene gestures;
 - v. Condescending, paternalistic or patronizing behavior which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
 - vi. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;
 - vii. Any form of hazing;
 - viii. Unwanted physical contact including touching, petting, pinching or kissing;
 - ix. Unwelcome sexual flirtations, advances, requests or invitations;
 - x. Physical or sexual assault;
 - xi. Behaviors such as those described above that are not directed towards individuals or groups but have the same effect of creating a negative or hostile environment; or
 - xii. Retaliation or threats of retaliation against an individual who reports harassment.

- c) Refrain from any behavior that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments, advances or conduct of a sexual nature.
- d) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
- e) In the case of adults, avoid consuming alcohol in situations where minors are present, and take reasonable steps to manage the responsible consumption of alcoholic beverages in adult-oriented social situations associated with OCPSA events.
- f) Respect the property of others and not willfully cause damage.
- g) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods.
- h) Comply at all times with the Constitution, Bylaws, policies, rules and regulations of OCPSA, as adopted and amended from time to time.

Special Responsibilities Inherent to Director Role

- 9. The board of directors is committed to teamwork and effective decision-making. Towards this end board members will:
 - a) Represent the best interests of the members and the organization over and above personal and professional interests.
 - b) Refrain from trying to influence other board members outside of board meetings that might have the effect of creating factions and limiting free and open discussion.
 - c) Be open to being a dissenting voice, endeavor to build on other director's ideas, offer alternative points of view as options to be considered and invite others to do so too.
 - d) On important issues, be balanced in one's effort to understand other board members and to make oneself understood.
 - e) Once a board decision is made, support the decision even if one's own view is a minority one.
 - f) Give recognition to others who contribute to the success of the organization and its activities.
 - g) 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".
 - h) Respect confidentiality of information received in the course of Board meetings and activities.
 - i) Not use their individual authority when dealing on an individual basis with staff or volunteers.
 - j) Adopt clear, documented processes and equal access to information.
 - k) Be an advocate for the organization and its mission wherever and whenever the opportunity arises in their own personal and professional networks.
 - l) 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).
 - m) Participate in Board meetings and keep informed about developments and issues relevant to Board operations.