

viaSport Policy	
Policy Type:	Governance Policy
Created:	December 2015
Revised:	October 2024
Reviewed:	Every 2 years
Policy Name:	Code of Conduct & Ethics Policy

1) POLICY STATEMENT

- a) viaSport is dedicated to fostering a culture built on strong integrity. The Code of Conduct and Ethics emphasizes respect: respect for our partners, society, the law, our policies and procedures, sport, the environment, and, most importantly, for ourselves and one another.

2) PURPOSE

- a) To promote viaSport values and uphold the highest standards of conduct and ethics among viaSport personnel.

3) SCOPE

- a) This policy applies to all viaSport Personnel. As representatives of viaSport, we strive to conduct ourselves in a professional and ethical manner in accordance with all applicable laws, regulations and common sense.

4) DEFINITIONS

- a) Conflict of Interest: a situation when an individual participates in a decision (including any contract, arrangement of employment, sale or provision of codes and services, receipt of gifts) which may benefit viaSport but may also be seen to benefit that individual due to their direct or indirect interest surrounding the outcome of the decision.
- b) Universal Code of Conduct to Address Maltreatment in Sport (UCCMS): a policy document that sets harmonized rules to be adopted by sport organizations in Canada to advance a respectful sport culture.
- c) viaSport Personnel: anyone acting in a capacity supporting the work or representing viaSport, including Board Members, Staff, Contractors, Committee Members and Advisory Group Members. All viaSport Personnel are considered Participants under the UCCMS.

5) STANDARDS

- a) EXPECTED BEHAVIOURS
 - i) viaSport Personnel are expected to:
 - (1) uphold and support the mission, vision and values of the society.
 - (2) comply with viaSport's bylaws, policies and procedures, and the Universal Code of Conduct at all times.
 - (3) treat others with dignity and respect.

- (4) support a safe, respectful and discrimination-free environment for all, including the provisions outlined by the British Columbia Human Rights Code.
 - (5) take reasonable steps to protect any sensitive or confidential information obtain in their role.
 - (6) not use information that is gained due to their relationship with viaSport, in order to further any personal, private or public interest.
 - (7) not be under the influence of alcohol while on duty, except at company-sanctioned events where alcohol is served and consumption is permitted within reasonable limits.
 - (8) not be under the influence or in possession of illegal drugs or controlled substances on company property or during work hours.
 - (9) to raise any concerns about unethical behaviour.
 - (10) adhere to ethical standards that help maintain a positive organization culture and reputation.
- ii) Any form of maltreatment toward any viaSport Personnel will not be tolerated and individuals are expected to refrain from Prohibited behaviours as outlined in the UCCMS.
 - iii) No viaSport Personnel shall be subject to harassment, reprisal, retaliation, or adverse employment consequence as a result of reporting a violation to the policy. Any form of retaliation will not be tolerated.
 - iv) viaSport Personnel who violate this policy may be subject to disciplinary action under the viaSport Discipline and Complaints Policy.
- b) **CONFLICT OF INTEREST**
- i) All viaSport business and decision-making must be conducted ethically, fairly, and impartially. All viaSport Personnel must avoid any actual or perceived conflicts of interest.
 - ii) viaSport Personnel who find themselves in an actual, perceived or potential conflict of interest must disclose the matter to the appropriate authority. Individuals who fail to disclose may be subject to disciplinary action up to and including removal from their role and dismissal.

6) APPLICABLE OPERATIONAL PROCEDURES

- a) None

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