

CODE OF CONDUCT & ETHICS POLICY

The Organization refers to: Ontario Cycling Association

1. Definitions

- 1.1. The following terms have these meanings in this Code:
- a) “*Individuals*” – Individuals employed by, or engaged in activities with, The Organization including, but not limited to administrators, committee members, volunteers, directors, and officers of the Organization.
 - b) “*Workplace*” - Any place where business or work-related activities are conducted. Workplaces include but are not limited to, the Organization office, work-related social functions, work assignments outside the Organization Offices, work-related travel, training and competition venues, and work-related conferences or training sessions

2. Purpose

- 2.1. The purpose of this Code is to ensure a safe and positive environment (within the Organization programs, activities, and events) by making Individuals aware that there is an expectation, at all times, of appropriate behavior consistent with the Organization’s core values. The Organization supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect.

3. Application of this Code

- 3.1. This Code applies to Individuals’ conduct during the Organization business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with the Organization activities, the Organization office environment, and any meetings.
- 3.2. An Individual who violates this Code may be subject to sanctions pursuant to The Organization’s *Discipline and Complaints Policy*. In addition to facing possible sanction pursuant to the Organization’s *Discipline and Complaints Policy*, an Individual who violates this Code during a competition may be ejected from the competition or the playing area, the official may delay the competition until the Individual complies with the ejection, and the Individual may be subject to any additional discipline associated with the particular competition.
- 3.3. An employee of the Organization found to have engaged in acts of violence or harassment against any other employee, worker, contractor, Member, customer, supplier, client or other third-party during business hours, or at any the Organization event, will be subject to appropriate disciplinary action subject to the terms of the Organization’s *Employee Handbook* as well as the employee’s Employment Agreement (if applicable).
- 3.4. This Code also applies to Individuals’ conduct outside of the

Organization's business, activities, and events when such conduct adversely affects relationships within the Organization (and its work and sport environment) and is detrimental to the image and reputation of the Organization. Such applicability will be determined by the Organization at its sole discretion.

4. Responsibilities

4.1. Individuals have a responsibility to:

- a) Maintain and enhance the dignity and self-esteem of the Organization members and other individuals by:
 - a) Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation
 - b) Focusing comments or criticism appropriately and avoiding harsh public criticism of athletes, coaches, officials, organizers, volunteers, employees, or members
 - c) Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct
 - d) Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
 - e) Consistently treating individuals fairly and reasonably
 - f) Ensuring adherence to the rules of the sport and the spirit of those rules
 - g) Refrain from any behaviour 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 behaviour 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 in the circumstances
 - iii. Unwelcome remarks, jokes, comments, innuendo, or taunts
 - iv. Leering or other suggestive or obscene gestures
 - v. Condescending or patronizing behaviour 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, but not limited to, touching, petting, pinching, or kissing
 - ix. Unwelcome sexual flirtations, advances, requests, or invitations
 - x. Physical or sexual assault
 - xi. Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment

- xii. Retaliation or threats of retaliation against an individual who reports harassment to the Organization
- b) Refrain from any behaviour that constitutes workplace harassment, where workplace harassment is defined as a vexatious comment or conduct against a worker in a workplace – a comment or conduct that is known or ought reasonably to be known to be unwelcome. Workplace harassment should not be confused with legitimate, reasonable management actions that are part of the normal work function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions. Types of behaviour that constitute workplace harassment include, but are not limited to:
 - i. Bullying
 - ii. Repeated offensive or intimidating phone calls or emails
 - iii. Inappropriate sexual touching, advances, suggestions, or requests
 - iv. Displaying or circulating offensive pictures, photographs, or materials in printed or electronic form
 - v. Psychological abuse
 - vi. Personal harassment
 - vii. Discrimination
 - viii. Intimidating words or conduct (offensive jokes or innuendos)
 - ix. Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning
- c) Refrain from any behaviour that constitutes workplace violence, where workplace violence is defined as the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker. Types of behaviour that constitute workplace harassment include, but are not limited to:
 - i. Verbal threats to attack a worker
 - ii. Sending to or leaving threatening notes or emails for a worker
 - iii. Making threatening physical gestures to a worker
 - iv. Wielding a weapon in a workplace
 - v. Hitting, pinching or unwanted touching of a worker which is not accidental
 - vi. Throwing an object at a worker
 - vii. Blocking normal movement or physical interference of a worker, with or without the use of equipment
 - viii. Sexual violence against a worker
 - ix. Any attempt to engage in the type of conduct outlined above
- d) Refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual

- nature. Types of behaviour that constitute sexual harassment include, but are not limited to:
- i. Sexist jokes
 - ii. Display of sexually offensive material
 - iii. Sexually degrading words used to describe a person
 - iv. Inquiries or comments about a person's sex life
 - v. Unwelcome sexual flirtations, advances, or propositions
 - vi. Persistent unwanted contact
- e) Refrain from any behaviour that constitutes hazing, where hazing is a form of conduct that exhibits a potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking individual by a more senior individual, which does not contribute to either individual's positive development, but is required to be accepted as part of a team or group, regardless of the junior-ranking individual's willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate or group member based on class, number of years on the team or with the group, or ability
 - f) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the Organization adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this Program shall be considered an infraction of this Code and may be subject to further disciplinary action, and possible sanction, pursuant to the Organization's *Discipline and Complaints Policy*. The Organization will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the Organization or any other sport organization
 - g) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport of cycling, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES)
 - h) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
 - i) Avoid consuming cannabis in the Workplace or in any situation associated with the Organization events (subject to the *Impairment and Accommodation Policy*), avoid consuming alcohol during competitions and in situations where minors are present, and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with the Organization's events
 - j) Respect the property of others and not willfully cause damage
 - k) Promote the sport in the most constructive and positive manner possible
 - l) Adhere to all federal, provincial, municipal and host country laws
 - m) Comply, at all times, with the Organization's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time

5. Board/Committee Members and Staff

- 5.1. In addition to Section 4 (above), the Organization's Board Members, Committee Members, and Staff will have additional responsibilities to:
- a) Function primarily as a member of the board and/or committee(s) of the Organization; not as a member of any other particular member or constituency
 - b) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the Organization business and the maintenance of Individuals' confidence
 - c) Ensure that the Organization's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
 - d) Conduct themselves openly, professionally, lawfully and in good faith in the best interests of the Organization
 - e) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
 - f) Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate, and honest in all dealings with others
 - g) Keep informed about the Organization activities, the cycling community, and general trends in the sectors in which they operate
 - h) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which the Organization is incorporated
 - i) Respect the confidentiality appropriate to issues of a sensitive nature
 - j) Ensure that all Individuals are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight
 - k) Respect the decisions of the majority and resign if unable to do so
 - l) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
 - m) Have a thorough knowledge and understanding of all the Organization's governance documents
 - n) Conform to the bylaws and policies approved by the Organization, in particular this *Code of Conduct and Ethics* as well as the *Conflict of Interest Policy* and *Confidentiality Policy*

6. Coaches

- 6.1. In addition to Section 4 (above), coaches have many responsibilities. The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will:
- a) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience and ability and fitness level of the involved athletes.
 - b) Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of athletes medical and

- psychological treatments
- c) Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation in these programs
- d) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
- e) Act in the best interest of the athlete's development as a whole person
- f) Respect other coaches
- g) Meet high standards of integrity and suitability
- h) Report any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use or sale of any illegal substance
- i) Under no circumstance provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol, cannabis and/or tobacco
- j) Respect other athletes and in dealings with them, not encroach upon topics or actions that are deemed to be within the realm of 'coaching' unless after first receiving approval from the coaches who are responsible for the athletes
- k) Not engage in a sexual relationship with an athlete under 18 years of age or an intimate or sexual relationship with an athlete over the age of 18 years, if the coach is in a position of power, trust, or authority over the athlete as per the *Persons in Authority Policy*.
- l) Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy) informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights.
- m) Use inoffensive language, taking into account the audience being addressed

7. Athletes

7.1. In addition to Section 4 (above) Athletes will have additional responsibilities to:

- a) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, train or compete
- b) Participate and appear on-time, well nourished, and prepared to participate to their best abilities in all events, races, training sessions and clinics
- c) Properly represent themselves and not attempt to participate in an event for which they are not eligible by reason of age, classification, or other reason
- d) Adhere to the Organizations rules and requirements regarding clothing and equipment

- e) Never ridicule another athlete for a poor performance or event.
- f) Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other players, commissaires, coaches or spectators
- g) Present themselves in a manner representative of the values of the Organization
- h) Act in accordance with the Organization's policies and procedures and when applicable, additional rules outlined by coaches and event organizers

8. Commissaires

8.1. In addition to Section 4 (above), commissaires will have additional responsibilities to:

- a) Maintain and update their knowledge of the rules and rule changes
- b) Work within the boundaries of their position's description while supporting the work of other commissaires
- c) Act as an ambassador of the Organization by agreeing to enforce and abide by national and provincial rules and regulations
- d) Take ownership of actions and decisions made while officiating
- e) Respect the rights, dignity and worth of all individuals
- f) Not publicly criticize the Organization, other commissaires, club, or association
- g) Assist with the development and mentorship of other commissaires
- h) Conduct themselves openly, impartially, professionally, lawfully and in good faith in the best interests of the Organization, athletes, coaches, other commissaires and parents/guardians of minor athletes
- i) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others
- j) Respect the confidentiality required by issues of a sensitive nature, which may include disqualifications, discipline processes, appeals and specific information or data about the Organizations members
- k) When writing reports, set out the true facts and not attempt to justify any decisions
- l) Dress in the prescribed attire for commissaires

9. Spectators

9.1. In addition to Section 4 (above), spectators at events will have additional responsibilities to:

- a) Encourage athletes to play by the rules and resolve conflicts without resorting to hostility or violence
- b) Never ridicule an athlete for a poor performance or event
- c) Provide positive comments that motivate and encourage athletes continued effort
- d) Respect the decisions and judgements of commissaires and encourage athletes to do the same
- e) Not question the judgment or honesty of a commissaire or a member of the Organization
- f) Respect and show appreciation for all competitors and to the coaches,

event organizers, commissaires and volunteers who give their time to the sport

- g) Keep off the competition area and not interfere with events or races
- h) Comply with any disqualification from a race or event as ordered by the commissaires