

CODE OF CONDUCT & ETHICS

Adoption of Safe Sport Framework

Ontario Cycling (OC) adopts the Canadian Safe Sport Program (CSSP) and the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS), as amended from time to time, which are incorporated by reference into this Code. Any modifications or amendments made to the CSSP or UCCMS by the Canadian Centre for Ethics in Sport (CCES), or any replacement body, take effect immediately upon their adoption and are recognized by OC without further action.

Purpose

The purpose of this Code is to ensure a safe, positive, and inclusive environment within OC programs, activities, and events by making Individuals aware that there is an expectation, always, of appropriate behaviour consistent with OC's core values. OC supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with dignity and respect.

Facilitating a safe, positive, and inclusive environment is the collective responsibility of everyone involved in the cycling community. This Code sets out minimum expectations for acceptable behaviour for all Individuals; OC anticipates and expects that conduct will exceed these minimum standards.

Field of Application

This Code applies to Individuals' conduct during OC business, activities, and events including, but not limited to, competitions/events, practices, tryouts, training camps, travel associated with OC activities, the office environment, and any meetings.

This Code also applies to conduct that occurs outside of OC activities when such conduct adversely affects relationships within OC and its work or sport environment or is detrimental to the image and reputation of OC. Applicability will be determined by OC at its sole discretion.

This Code applies to breaches that occurred when the Individuals involved interacted due to their mutual involvement in the sport or, if the breach occurred outside the sport environment, if the breach has a serious and detrimental impact on the Individual(s). Ontario Cycling is committed to meeting its obligations under the Accessibility for Ontarians with Disabilities Act (AODA) and ensuring policies, practices, and communications are accessible.

Definitions

For the purposes of this Code, the following terms apply:

- *Individuals* – People employed by, contracted by, or engaged in activities with OC including, but not limited to, employees, contractors, athletes, athlete support personnel, coaches, members, instructors, officials, judges, managers, administrators, parents/guardians, spectators, volunteers, committee members, or directors or officers.
- *Workplace* – Any place where business or work-related activities are conducted. Workplaces include but are not limited to OC offices, work-related social functions, work assignments outside the office, work-related travel, the training and competition environment, and work-related conferences or training sessions.
- *Athlete* – Any person that competes in cycling at the international, national, provincial/territorial or club level and is a member, registrant or licence-holder of OC or an OC-affiliated club.
- *Athlete Support Personnel* – Any coach, trainer, manager, agent, team staff, official, medical or para-medical personnel, parent/guardian or any other person working with, treating, or assisting an Athlete.
- *Event* – An event sanctioned by OC or Cycling Canada and which may include a social event.
- *Member* – For the purposes of reciprocity, Members are the provincial/territorial cycling associations recognized by Cycling Canada.
- *Minor* – As defined in the UCCMS.
- *Person in Authority* – Any Individual who holds a position of authority within OC including, but not limited to, coaches, instructors, officials, managers, Athlete Support Personnel, ride leaders, club leaders, chaperones, committee members, directors or officers.
- *Power Imbalance* – As defined in the UCCMS.
- *UCCMS Participant* – An Individual affiliated with Cycling Canada designated by Cycling Canada as a UCCMS Participant who has signed the required consent form. (Applied by OC where applicable.)
- *Vulnerable Participant* – As defined in the UCCMS.
- *Workplace Harassment* – Vexatious comment or conduct against a worker in a Workplace 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 normal work/training functions.
- *Workplace Violence* – The use or threat of physical force by a person against a worker in a Workplace that causes or could cause physical injury; an attempt to exercise physical force; or a statement/behaviour reasonably interpreted as a threat to exercise physical force.

Workplace Violence and Workplace Harassment programs, including reporting, investigation, and review processes, are established under Ontario Cycling's Health & Safety Policy and reviewed annually in compliance with OHSA.

Prohibited Behaviours

All Individuals must refrain from any behaviour that constitutes a Prohibited Behaviour as defined by the UCCMS and this Code.

Individuals are responsible for knowing what actions or behaviours constitute Prohibited Behaviour and Maltreatment.

Prohibited Behaviours under the UCCMS include, but are not limited to:

- Physical Maltreatment
- Psychological Maltreatment
- Neglect
- Sexual Maltreatment
- Grooming
- Boundary Transgressions
- Discrimination
- Failing to Report
- Aiding and Abetting
- Retaliation
- Interference with or Manipulation of Process
- False Reports

General Code of Conduct & Ethics

All Individuals must comply with OC's Privacy Policy, including requirements for consent to collect, use, and disclose personal information in compliance with regulations and Ontario privacy principles.

OC recognizes its duty to accommodate to the point of undue hardship under the Ontario Human Rights Code.

All Individuals agree to:

- Refrain from any behaviour that constitutes Maltreatment and Prohibited Behaviour under this Code and the UCCMS.
- Adhere to all applicable international, Canadian, provincial/territorial, municipal laws, regulations, or other requirements.
- Treat all other Individuals with dignity and respect regardless of actual or perceived body type, physical characteristics, athletic ability, nationality, national origin, religion, religious belief, political belief, economic status, race, ancestry, place of origin, colour, ethnic or linguistic background or origin, citizenship, creed, sex, sexual orientation, gender, gender identity, gender expression, age, marital status, family status, social condition or disadvantage, physical or mental disability, or any other ground of discrimination prohibited by applicable law.
- Consistently demonstrate the spirit of fair play, sport leadership and ethical conduct by focusing comments or criticism appropriately and avoiding public

criticism of athletes, athlete support personnel, officials, organizers, volunteers, employees, members, or other Individuals.

- Act to prevent or correct practices that are unjustly discriminatory and encourage those that promote equity and inclusivity.
- Consistently treat all Individuals fairly and reasonably and with regard for their physical and psychological well-being.
- Show concern, empathy and caution towards others who may be sick or injured.
- Act with integrity and professionalism by being ethical, considerate, fair, courteous, and honest in all dealings; and accepting responsibility for one's actions.
- Operate within the rules and spirit of the sport including compliance with Cycling Canada and OC By-laws, policies, procedures, rules, and regulations and, where applicable, club rules.
- Refrain from any form of harassment or abuse towards others (as defined in this Code) and be alert to the coercive potential of Power Imbalance in relationships.
- Never use power or authority, intentionally or unintentionally, to coerce another person to engage in inappropriate activities.
- If a Minor, not consume alcohol, tobacco, cannabis, or other illegal products.
- If an adult, not consume cannabis in any situation associated with OC/Cycling Canada events (subject to protections under applicable human rights legislation). Alcohol may be consumed in adult-oriented social situations associated with activities, provided consumption is professionally reasonable and kept to a minimum. Never operate a motor vehicle under the influence of alcohol or recreational drugs.
- When driving a vehicle: have a valid licence, obey traffic laws, have valid insurance, and refrain from distracted driving.
- Use social media responsibly, modelling appropriate behaviour expected of representatives of OC and Cycling Canada.
- Respect the property of others and not wilfully cause damage.
- Adhere to and respect OC's Safe Sport Policy, and in particular, the protocols, education, and screening requirements it prescribes.
- Report any alleged infractions of this Code, following the reporting procedures herein.

Athlete Rights

- Participate in a safe, healthy, and inclusive environment.
- Have qualified, experienced, and athlete-focused leadership that attends to well-being and developmental needs.
- Participate in a transparent and clean sport environment with fair officiating, clear rules, and appropriate training/competition schedules.
- Feel empowered, use their voice, and share in leadership and decision-making.
- Have appropriate opportunities for proper preparation for competitions.

- Receive information important to athlete well-being and be advised of opportunities to strive for success.
- Access education related to sport, participation, welfare and safety, and, if desired, work or study during active participation.
- Be respected, treated with dignity, and safeguarded from abuse, harassment, or discrimination.
- Report any breach of this Code, the UCCMS or any other OC/Cycling Canada policy, rule or regulation without fear of retribution, retaliation or reprisal.
- Know, understand, protect, and advocate for their rights.

Role-Specific Codes of Conduct

Athletes

- Provide complete and accurate information on all declarations required concerning medication that is being taken.
- Participate and appear on-time and to their best abilities in all competitions, training sessions, tryouts and events.
- Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason.
- Act in a sporting manner and not display violence, foul language or gestures to other athletes, officials, athlete support personnel, spectators, or other individuals.
- Dress to represent the sport and themselves well and with professionalism.
- Act in accordance with OC policies and procedures and, when applicable, additional rules as outlined by coaches and event organizers.

Directors, Committee Members, and Staff

- Board members must act in compliance with their statutory duties under the Ontario Not-for-Profit Corporations Act, 2010 (ONCA).
- Function primarily as a director, committee member, or staff of OC (as applicable) and not as a member of any other constituency.
- Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of OC's business and the maintenance of all Individuals' confidence.
- Ensure that OC's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities.
- Conduct themselves transparently, professionally, lawfully and in good faith in the best interests of OC.
- Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism.
- Exercise the degree of care, diligence, and skill required pursuant to applicable laws.
- Respect confidentiality appropriate to issues of a sensitive nature.
- Respect the decisions of the majority.

- Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings.
- Have a thorough knowledge and understanding of all OC governing documents.
- Conform to OC By-laws and policies.
- Not engage in Workplace Harassment or Workplace Violence.

Coaches

- Ensure a safe environment by selecting activities and establishing controls suitable for the age, experience, ability, and fitness level of athletes.
- Prepare athletes systematically and progressively and refrain from training methods or techniques that may harm athletes physically or psychologically.
- Avoid compromising present and future health of athletes by communicating and cooperating with sport medicine professionals.
- Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation.
- Accept and promote athletes' personal goals and refer athletes to other coaches and sports specialists as appropriate.
- Provide athletes (and the parents/guardians of minor athletes) with information necessary to be involved in decisions that affect the athlete.
- Refrain from one-on-one personal communication with minor athletes through emails, texts, letters, or phone calls and always include parents, legal guardians, or other responsible adults in these communications.
- Act in the best interests of the athlete's development as a whole person.
- Immediately report to OC (and Cycling Canada, where applicable) any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance.
- Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or prohibited substances or methods and, in the case of minors, alcohol, cannabis, and/or tobacco.
- Respect athletes riding with other teams and, in dealings with them, not encroach upon topics or actions within the realm of 'coaching' unless first receiving approval from the responsible coaches.
- Not engage in a sexual or intimate relationship with a minor athlete.
- Disclose any sexual or intimate relationship with an athlete over the age of majority to OC and immediately discontinue any coaching involvement with that athlete.
- Disclose any sexual or intimate relationship with another employee to OC, where one person has influence or control over the other's conditions of employment.
- Dress professionally, neatly, and inoffensively; use inoffensive language considering the audience.
- Recognize the power inherent in the position of coach and respect and promote the rights of all participants.

Officials

- Maintain and update their knowledge of the rules and rule changes.
- Not publicly criticize other officials or any cycling club or association.
- Work within the boundaries of their position's description while supporting the work of other officials.
- Act as ambassadors of OC/Cycling Canada by agreeing to enforce and abide by international, national, and provincial rules and regulations.
- Take ownership of actions and decisions made while officiating.
- Act openly, impartially, professionally, lawfully, and in good faith.
- Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others.
- Respect confidentiality required by issues of a sensitive nature, which may include ejections, defaults, forfeits, discipline processes, appeals, and specific information or data about persons.
- Honour all assignments unless unable to do so by virtue of illness or personal emergency and inform the assignor at the earliest possible time.
- When writing reports, set out facts to the best of their knowledge and recollection.
- Dress in proper attire for officiating.

Athlete Support Personnel

- Facilitate and advocate for a safe, healthy, and inclusive environment.
- Act in the best interests of all participants involved in programs and activities.
- Communicate consistently and openly with athletes, parents, and legal guardians, and empower shared decision-making related to athletic development, health, and well-being.
- Establish and advocate for open and observable environments for training, competition, and medical assistance, treatment, and support.
- Treat all athletes equally and do not display favouritism, send personalized gifts, or create opportunities to engage privately with a particular athlete or athlete's family outside the sport context.
- Refrain from one-on-one personal communication with minor athletes through emails, texts, letters, or phone calls and always include parents, legal guardians, or other responsible adults in these communications.
- Respect athletes riding with other teams and do not encroach upon topics or actions within the realm of 'coaching' unless authorized.
- Abide by all applicable laws, policies, rules, and regulations, and maintain any professional licensing in good standing; uphold confidentiality of personal and/or medical information and share pertinent information with appropriate personnel only.
- Maintain appropriate records as required by OC and/or the applicable licensing body.

- Respect officials and volunteers and never attempt to intimidate, embarrass, or improperly influence any individual responsible for officiating or administering a competition.

Parents/Guardians and Spectators

- Encourage athletes to compete within the rules and resolve conflicts without resorting to hostility or violence.
- Condemn the use of violence in any form.
- Never ridicule an individual for making a mistake during a competition or practice.
- Respect decisions and judgments of officials and encourage athletes to do the same.
- Support efforts to stop and prevent verbal and physical abuse, coercion, intimidation, and excessive sarcasm.
- Respect and show appreciation to all competitors, and to coaches, officials, and other volunteers.
- Never harass individuals, competitors, athlete support personnel, officials, parents/guardians, or other spectators.
- Never encourage, aid, cover up, or assist an athlete in cheating through doping, competition manipulation, or other cheating behaviours.

Retaliation, Retribution or Reprisal

It is a breach of this Code for any Individual to engage in any act that threatens or seeks to intimidate another Individual with the intent of discouraging that Individual from filing, in good faith, a complaint pursuant to any OC or Cycling Canada policy.

It is also a breach of this Code for an Individual to file a complaint for the purpose of retaliation, retribution, or reprisal against any other Individual(s).

Anti-Doping

- Abstain from the non-medical use of medications or drugs or the use of Prohibited Substances or Prohibited Methods as listed on the World Anti-Doping Agency's Prohibited List. OC adopts and adheres to the Canadian Anti-Doping Program (CADP).
- Respect any sanction imposed because of a breach of the CADP or any other applicable anti-doping rules.
- Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision who has been found to have committed an anti-doping rule violation and is serving a period of ineligibility.
- Cooperate with any Anti-Doping Organization investigating any anti-doping rule violation(s).

- Athlete Support Personnel or other persons using a Prohibited Substance or Method without valid justification shall refrain from providing support to Athletes under OC's or Cycling Canada's jurisdiction.

Reporting Procedures

At the provincial level, complaints under Ontario Cycling's jurisdiction are managed by an Independent Third Party (ITP). Information on filing a complaint with the ITP can be found on Ontario Cycling's Safe Sport webpage:

<https://ontariocycling.org/safe-sport/discipline-complaint-process/>.

Complaints that fall under the jurisdiction of the Canadian Safe Sport Program (CSSP) are handled in accordance with the procedures administered by the Canadian Centre for Ethics in Sport (CCES).

Anyone may report conduct that is perceived to contravene this Code and should do so as soon as possible in accordance with OC's Complaints & Discipline Policy. Where applicable under the Canadian Safe Sport Program, matters related to National programming or a National event, should be reported directly to the Canadian Safe Sport Program.

Discipline

Conduct that violates this Code is subject to actions identified in OC By-laws and policies, including but not limited to the Complaints & Discipline Policy, Anti-Doping policies, and Safe Sport-related policies. Sanctions may also be imposed by Cycling Canada or other Members as applicable.

Reciprocity

As a Member of Cycling Canada's sport system, OC recognizes that if a sanction is imposed on an Individual or an affiliated club by Cycling Canada, a Cycling Canada Member (e.g., another PTSO), or an affiliated club, for conduct consistent with behaviours prohibited under the UCCMS, such sanction shall be automatically recognized and enforced by OC. OC will take all necessary actions to ensure the sanction is upheld and effectively implemented.

OC will share all disciplinary decisions related to Individual conduct consistent with behaviours prohibited under the UCCMS with Cycling Canada, Members, and affiliated clubs, as appropriate, to ensure consistency and transparency across the system.

Review and Approval

This policy will be reviewed on by the President & CEO on an annual basis and presented to the OC Board of Directors for approval.