



CODE OF CONDUCT & PROFESSIONAL ETHICS POLICY

Definitions

The following terms have meanings in this document:

“Individual”: All categories of membership defined the Swimming Canada’s General By-Laws, as well as all individuals registered or not, engaged in activities with Swimming Canada and its member organizations or registrants, including but not limited to athletes, coaches, officials, employees, volunteers, directors, officers, committee members, managers, administrators, contractors and participating non-members.

“Participating non-member”: any person having contact with an Individual.

“Penalties”: All individuals, participating non-members and prospective member of Swimming Canada, the Provincial sections, Special interest group members or Clubs therein, may be denied membership, censured, placed on probation, suspended for a definite or indefinite period of time without probation, fined or expelled from Swimming Canada, the PSO, Club or Event if behaviour is not within the General Code of Conduct.

Purpose

The purpose of this Code of Conduct and Professional Ethics Policy is to ensure that a safe and positive environment is possible at all times within Swimming Canada programs, activities and events, by making all individuals aware that there is an expectation of appropriate behaviour consistent with the Swimming Canada’s core values of Excellence & Professionalism, Respect, Integrity, Commitment, and Accountability. Where there is inappropriate behaviour Penalties may apply.

Application

All Individuals and Participating Non-members, as defined above, shall be bound by this Code of Conduct and Professional Ethics Policy and the attached General Code of Conduct. Individuals and Participating Non-members, can and typically will be subject to the provisions of more than one code simultaneously (provincial section, athlete club, CSCTA, etc.). Although other organizations may have their own conduct standards this is the minimum expectation of Swimming Canada.

The Code of Conduct and Professional Ethics Policy is related to conduct that may arise during the course of Swimming Canada and/or member business, activities and events, including but not limited to swim training workouts, training camps, team travel, office environment, club activities, competitions and events, and any work-related meetings or social media.

This policy also applies to conduct that occurs outside of Swimming Canada business and events when such conduct adversely affects relationships within Swimming Canada and its work and sport environment and is detrimental to the image and reputation of the organization.

Conduct that violates this Code of Conduct and Professional Ethics Policy is subject to actions identified in other Swimming Canada Policies and Procedures, including but not limited to the Harassment Policy, the Equity, Diversity & Inclusion Policy, and the Complaints, Disciplinary Action and Dispute Resolution Policy, and the resulting penalty imposed under those policies.

Responsibilities

Body	Action
Board of Directors	1. Establishes policy and evaluates it on a bi-annual basis.
CEO	1. Ensures that all staff and members are aware of the policy. 2. Provide guidance for the policy and its updates. 3. Ensure the policy is readily available to Swimming Canada members.
Individuals and Participating non-members	1. Monitor their own behaviour in regard to this policy

Review

This policy will be reviewed at least once every two years, or as decided by the Swimming Canada Board of Directors.

Approval

Reviewed: November 8, 2017

Approved: January 20, 2018

Reviewed and Approved: May 12, 2018



GENERAL CODE OF CONDUCT

All Individuals agree to:

1. Adhere to all International (where applicable), Canadian, Provincial, Municipal or host country laws.
2. Treat all individuals with dignity by:
 - a. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, nationality, national origin, religion, religious belief, political belief, economic status, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender, gender identity, gender expression, age, marital status, family status or disability.
 - b. Consistently demonstrating the spirit of sportsmanship, sports leadership and ethical conduct including:
 - i. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees and members.
 - ii. Acting to prevent or correct practices that are unjustly discriminatory.
 - iii. Consistently treating individuals fairly and reasonably.
 - iv. Show concern, empathy and caution towards others that may be sick or injured.
3. Act with integrity and professionalism by:
 - a. Being ethical, considerate, fair, courteous and honest in all dealings with people and organisations
 - b. Accepting responsibility for your actions
4. Operate within the rules and spirit of the Sport including;
 - a. Following the national and international guidelines that govern Swimming Canada.
 - b. Being aware of and complying, at all times, with Swimming Canada's bylaws, policies, procedures and rules and regulations, as adopted and amended.
5. Refrain from any form of abuse, harassment or discrimination towards others;
 - a. Harassment: comment or conduct, directed towards an individual or group of individuals, which is insulting, intimidating, humiliating, malicious, degrading or offensive
 - b. Sexual Harassment: unwelcomed sexual advances, requests for sexual favours or other verbal or physical conduct of a sexual nature.
 - c. Abuse: A misuse of power which uses the bonds of intimacy, trust and dependency to make the victim vulnerable.
 - d. Discrimination: is an action or a decision that treats a person or a group negatively for reasons such as their race, age or disability.
6. Abstain from the use, possession, and the supply of banned substances and practices.
 - a. Swimming Canada adopts and adheres to the Canadian Anti-Doping Program. Infractions under this Program shall be considered an infraction of this Code.
 - b. Swimming Canada will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by Swimming Canada or any other sport organization.
7. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
8. Refrain from consuming alcohol or tobacco products while participating in Swimming Canada programs or events and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with Swimming Canada events.
9. Use social media responsibly, modeling appropriate behaviour that is expected of representatives of Swimming Canada.
10. Respect the property of others and not willfully cause damage.
11. Report any alleged infractions of this code of conduct.

COACH CODE OF CONDUCT

In addition to the above General Code of Conduct all registered coaches of Swimming Canada are bound by the "Coaches Code of Professional Conduct" produced by the Canadian Swim Coaches and Teachers Association. Any breach of the "Coaches Code of Professional Conduct" shall be considered a breach of this Code of Conduct.

In addition, coaches who represent Swimming Canada during National Team activities, including but not limited to training camps and national team appearances are bound by their Staff Agreement.

ATHLETE CODE OF CONDUCT (NATIONAL TEAM)

In addition to the above General Code of Conduct, National Team Athletes are bound by their Athlete Agreement.



CLUB AND PROVINCIAL CODES OF CONDUCT

In addition to the above General Code of Conduct all individuals are bound by the Code of Conduct in effect at the club & provincial section with which they are registered or affiliated. Any breach of these Codes of Conduct shall be considered a breach of this Code of Conduct.