



Building Healthy Minds and Bodies since 1977

4.7 EMPLOYEE/VOLUNTEER CODE OF CONDUCT AND ETHICS POLICY

PURPOSE

Employees/volunteers are expected to meet certain requirements including complying with Okanagan Gymnastics Centre (OGC) policies and the Code of Conduct. Irresponsible behaviour by employees/volunteers can result in severe damage to the integrity of OGC.

To ensure OGC employees/volunteers understand and practice ethical conduct when dealing with athletes, customers, members, other employees, volunteers, contract workers and stakeholders.

All employees/volunteers who are coaches will also adhere to the Coaches Code of Conduct and Ethics Policy.

POLICY

OGC employees/volunteers are expected to adhere to all federal, provincial, municipal and host country laws, will respect the property of others and not willfully cause damage, and will refrain from the use of power of authority in an attempt to force another person to engage in inappropriate activities.

Employees/volunteers will conduct themselves in a professional manner by:

- Following all OGC policies
- Maintaining a positive atmosphere
- Being a positive role model
- Being courteous, friendly, respectful, compassionate and cooperative with athletes, customers, members, employees, volunteers, contract workers and stakeholders
- Refraining from participating in gossip at all times
- Representing OGC in a professional manner at all times
- Refraining from harassing behavior, abusive language, and disrespect for athletes or fellow employees/volunteers or engaging in personal harassment of any type will not be tolerated or permitted. (Harassment Policy)

If OGC becomes aware of any discrepancy between the organization's ethical guidelines and a professional governing body's Code of Ethics, every effort will be made to ensure the discrepancy is resolved. In cases where the discrepancy is not resolvable, the Code of Ethics of their particular professional governing body will guide staff in making decisions.

The professional governing body would include Gymnastics BC and or Gymnastics Canada.

PROCEDURE

The Employee/Volunteer Code of Conduct and Ethics Policy applies to employees/volunteers during OGC related business, coaching activities, and events including, but not limited to, competitions, tournaments, games, matches, practices, tryouts, training camps, and travel associated with coaching.

The Employee/Volunteer Code of Conduct and Ethics Policy also applies to employees/volunteers conduct outside of OGC related business, coaching activities, and events when such conduct poorly affects relationships with other individuals or athletes, or when it is detrimental to the image and reputation of OGC.

Responsibilities:

1. OGC strictly prohibits all employees/volunteers from developing or participating in any form of abuse, including sexual, physical and emotional, with or towards any athletes, customers, members, employees, volunteers, contract workers and stakeholders.
2. **Abusive Behaviour** - At no time will an OGC employee/volunteer participate in, or permit to occur, any wilful behaviour intended to degrade, humiliate, intimidate or terrify any program participants, volunteers or other program staff.
3. **Non-Program Activities** – OGC employees are strongly discouraged from becoming involved in non-program or non-organization related activities with athletes and parents. When such contact does occur, employees will document the activity in writing and inform their supervisor at the earliest opportunity.
4. **Sexuality Issues** - In line with current Organization policies, employees/volunteers are expected to demonstrate a high level of professional and personal maturity, comfort and self-awareness in responding to issues of human sexuality.
5. **Socializing** – Employees are to avoid socializing on a personal level, outside of program time, with athletes and parents. Exceptions would be year-end or seasonal gathering.
6. **Lending/Borrowing of Money/Property** – employees are not to lend or borrow money or property to/from OGC participants, as these activities may be seen as giving up control and/or giving payment for suspicious reasons.
7. **Gifts** - employees must not accept gifts or other benefits that are connected directly or indirectly with the performance of their duties from any individual, organization or corporation, other than:
 - The normal exchange of nominal gifts between parents and athletes
 - The nominal exchange of hospitality between persons doing business together

- Tokens exchanged as part of protocol
 - Nominal gifts presented to persons participating in public function
 - Nominal prizes presented to persons who are participating in industry supported events or tournaments
 - Invitations to events on an occasional basis
 - In the event the employee is in doubt with respect to the gift or the politeness of acceptance of an invitation, the advice of the Director of Operations must be sought.
8. OGC employees who wish to do personal fundraising at OGC must ensure that the cause is in alignment with OGC's mission statement and core values. Individuals seeking funding for personal/family projects must have them approved by the Business Team Leader. The project must be:
 - Approved one week in advance by the Business Team Leader
 - All delivery of products is the responsibility of the employee
 - Fundraising may not exceed two weeks
 9. OGC employees are not to act as witnesses to documents for parents or athletes at any time.
 10. OGC will not contract for services with any current employee
 11. **One on One** – Employees/volunteers shall attempt not to be in a 1 on 1 situation with a child or youth. When coaching in a 1 on 1 situation inform other employees what and where you are meeting and use a room with a window in the door or leave the door open.
 12. Consulting with the Director of Operations - If an employee/volunteer is at all unsure as to the appropriateness of a specific behaviour, he/she should consult with their Supervisor.

Any alleged violations of the Employee Code of Conduct and Ethics Policy will be investigated and a determination made by the Director of Operations in consultation with the Board of Directors in a timely manner.

It is understood that a violation of the Employee/Volunteer Code of Conduct and Ethics Policy may be grounds for termination of a volunteer or in the case of an employee, immediate dismissal for just cause without notice or pay in lieu of notice.

APPROVED BY OGC BOARD OF DIRECTORS JANUARY 30, 2017