

CODE OF CONDUCT AND ETHICS

Definitions

1. The following terms have these meanings in this Policy:
 - a) “*Individuals*” – Wheelchair Basketball Canada directors, officers, organizers, coaches, officials, athletes, managers, volunteer, medical personnel, administrator, team captain, team manager, employees (including contract personnel), members, National Team members, parents/guardians of Wheelchair Basketball Canada participants, and spectators at Wheelchair Basketball Canada events.
 - b) “*Workplace*” - Any place where business or work-related activities are conducted. Workplaces include but are not limited to, Wheelchair Basketball Canada’s office, work-related social functions, work assignments outside Wheelchair Basketball Canada’s offices, work-related travel, and work-related conferences or training sessions
 - c) “*Abuse*” – As defined in Wheelchair Basketball Canada’s *Abuse Policy*
 - d) “*Discrimination*” – Differential treatment of an individual based on one or more prohibited grounds which include race, citizenship, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, or disability.
 - e) “*Harassment*” – A course of vexatious comment or conduct against an Individual or group, which is known or ought to reasonably be known to be unwelcome. Types of behaviour that constitute Harassment include, but are not limited to:
 - i. Written or verbal abuse, threats, or outbursts;
 - ii. Persistent unwelcome remarks, jokes, comments, innuendo, or taunts;
 - iii. Racial harassment, which is racial slurs, jokes, name calling, or insulting behaviour or terminology that reinforces stereotypes or discounts abilities because of racial or ethnic origin;
 - 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 endanger a person’s safety, or may negatively affect performance;
 - vii. Hazing, which is any form of conduct which exhibits any 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;
 - viii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing;
 - ix. Deliberately excluding or socially isolating a person from a group or team;
 - x. Persistent sexual flirtations, advances, requests, or invitations;
 - xi. Physical or sexual assault;
 - xii. Behaviours such as those described above that are not directed towards a specific person or group but have the same effect of creating a negative or hostile environment; and
 - xiii. Retaliation or threats of retaliation against a person who reports harassment to Wheelchair Basketball Canada.
 - f) “*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 the normal work/training 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. Workplace pranks, vandalism, bullying or hazing;
 - iii. Repeated offensive or intimidating phone calls or emails;
 - iv. Inappropriate sexual touching, advances, suggestions or requests;
 - v. Displaying or circulating offensive pictures, photographs or materials in printed or electronic form;
 - vi. Psychological abuse;
 - vii. Excluding or ignoring someone, including persistent exclusion of a particular person from work-related social gatherings;
 - viii. Deliberately withholding information that would enable a person to do his or her job, perform or train;
 - ix. Sabotaging someone else's work or performance;
 - x. Gossiping or spreading malicious rumours;
 - xi. Intimidating words or conduct (offensive jokes or innuendos); and
 - xii. Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning.
- g) "*Sexual Harassment*" – A course of vexatious comment or conduct against an Individual because of sex, sexual orientation, gender identify or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advance to the Individual and the person knows or ought reasonably to know that the solicitation or advance is unwelcome. Types of behaviour that constitute Sexual Harassment include, but are not limited to:
- i. Sexist jokes;
 - ii. Threats, punishment, or denial of a benefit for refusing a sexual advance;
 - iii. Offering a benefit in exchange for a sexual favour;
 - iv. Demanding hugs;
 - v. Bragging about sexual ability;
 - vi. Leering (persistent sexual staring);
 - vii. Sexual assault;
 - viii. Display of sexually offensive material;
 - ix. Distributing sexually explicit email messages or attachments such as pictures or video files;
 - x. Sexually degrading words used to describe an Individual;
 - xi. Unwelcome inquiries into or comments about an Individual's gender identity or physical appearance;
 - xii. Inquiries or comments about an Individual's sex life;
 - xiii. Persistent, unwanted attention after a consensual relationship ends;
 - xiv. Persistent unwelcome sexual flirtations, advances, or propositions; and
 - xv. Persistent unwanted contact.
- h) "*Workplace Violence*" – the use of or threat 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 Violence include, but are not limited to:
- i. Verbal or written threats to attack;
 - ii. Sending to or leaving threatening notes or emails;
 - iii. Physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, or throwing objects;
 - iv. Wielding a weapon in a Workplace;

- v. Hitting, pinching or unwanted touching which is not accidental;
- vi. Dangerous or threatening horseplay;
- vii. Physical restraint or confinement;
- viii. Blatant or intentional disregard for the safety or wellbeing of others;
- ix. Blocking normal movement or physical interference, with or without the use of equipment;
- x. Sexual violence; and
- xi. Any attempt to engage in the type of conduct outlined above.

Code of Conduct

- 2. Wheelchair Basketball Canada is committed to providing an environment in which all individuals are treated with respect and believes that wheelchair basketball plays a fundamental and integral role in the physical, social and mental well-being of an individual. Further, Wheelchair Basketball Canada supports equal opportunity and prohibits discriminatory practices. Individuals are expected to conduct themselves at all times in a manner consistent with the values of Wheelchair Basketball Canada that include fairness, integrity, open communication and mutual respect.
- 3. Conduct that violates this Code of Conduct and Ethics may be subject to sanctions pursuant to Wheelchair Basketball Canada's policies related to discipline and complaints.

Purpose

- 4. The purpose of this Code of Conduct and Ethics is to ensure a safe and positive environment within Wheelchair Basketball Canada programs, activities and events, by making all individuals aware that there is an expectation of appropriate behavior, consistent with the values of Wheelchair Basketball Canada, at all times.

Application of this Code

- 5. This policy applies to *Individuals* relating to conduct that that may arise during the course of Wheelchair Basketball Canada's business, activities and events, including but not limited to, office environment, competitions, practices, training camps, travel, and any meetings.
- 6. This policy applies to conduct that may occur outside of Wheelchair Basketball Canada's business and events when such conduct adversely affects relationships within Wheelchair Basketball Canada's work and sport environment and is detrimental to the image and reputation of Wheelchair Basketball Canada.
- 7. An employee of Wheelchair Basketball Canada 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 Wheelchair Basketball Canada event, will be subject to appropriate disciplinary action subject to the terms of Wheelchair Basketball Canada's *Human Resources Policy* as well as the employee's Employment Agreement (if applicable).
- 8. Conduct arising within the business, activities and events of clubs or other organizations affiliated with Wheelchair Basketball Canada will be dealt with using the policies and mechanisms of such organizations.

Responsibilities

- 9. **All** *Individuals* have a responsibility to:
 - a) Maintain and enhance the dignity and self-esteem of other *Individuals* by:
 - i. Treating each other with the highest standards of respect and integrity;

- ii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees and members;
- iii. Consistently demonstrating the spirit of sportsmanship, leadership and ethical conduct;
- iv. Acting, when appropriate, to prevent or correct practices that are unjustly discriminatory;
- v. Consistently treating individuals fairly and reasonably; and
- vi. Ensuring that the rules of wheelchair basketball, and the spirit of such rules, are adhered to.
- b) Refrain from any behavior that constitutes Harassment, Workplace Harassment, Sexual Harassment, Workplace Violence, Abuse, or Discrimination
- c) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
- d) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, Wheelchair Basketball Canada 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 Wheelchair Basketball Canada's *Discipline and Complaints Policy*. Wheelchair Basketball Canada will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by Wheelchair Basketball Canada or any other sport organization
- e) In the case of adults, avoid consuming alcohol in situations where minors are present, and take reasonable steps to manage the responsible consumption of alcoholic beverages in adult-oriented social situations associated with Wheelchair Basketball Canada events.
- f) Respect the property of others and not willfully cause damage.
- g) Comply at all times with the Bylaws, policies, rules and regulations of Wheelchair Basketball Canada, as adopted and amended from time to time, including complying with any contracts or athlete agreements executed with Wheelchair Basketball Canada;
- h) Abstain from accepting and/or paying money or other consideration to interfere in the fair outcome of a competition.
- i) Abstain from betting or act as a bookmaker on matches or tournaments under the jurisdiction of Wheelchair Basketball Canada.
- j) Respect the property of others and not willfully cause damage.

Directors, Committee Members, and Staff

10. In addition to paragraph 9 above, **Directors, Committee Members and Staff** have additional responsibilities to:
- a) Function primarily as a Director or Committee Member of Wheelchair Basketball Canada; 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 Wheelchair Basketball Canada's business and the maintenance of Individuals' confidence
 - c) Ensure that Wheelchair Basketball Canada'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 Wheelchair Basketball Canada
 - 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
 - g) Keep informed about Wheelchair Basketball Canada's activities, the sport community, and general trends in the sectors in which it operates
 - h) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which Wheelchair Basketball Canada is incorporated
 - i) Respect the confidentiality appropriate to issues of a sensitive nature
 - j) Respect the decisions of the majority and resign if unable to do so
 - k) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
 - l) Have a thorough knowledge and understanding of all Wheelchair Basketball Canada governance documents

- m) Conform to the bylaws and policies approved by Wheelchair Basketball Canada

Coaches

11. In addition to paragraph 9 above, **Coaches** have additional responsibilities. The athlete-coach relationship is a privileged one and plays a critical role in the personal as well as athletic development of their athletes. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches will at all times:
- a) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability and fitness level of athletes, including educating athletes as to their responsibilities in contributing to a safe environment;
 - b) Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes;
 - c) 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 problems;
 - d) Under no circumstances provide, promote or condone the use of drugs or performance-enhancing substances;
 - e) Educate athletes about the dangers of drugs and performance-enhancing substances and under no circumstances promote or condone their use;
 - f) Accept and promote athletes' personal goals and refer athletes to other coaches and sports specialists as appropriate and as opportunities arise;
 - g) At no time engage in an intimate or sexual relationship with an athlete of under the age of 18 years and at no time engage in an intimate or sexual relation with an athlete over the age of 18 if the coach is in a position of power, trust or authority over the athlete.
 - h) Where an athlete has qualified for a training camp, provincial team, national team, etc., the Coach will support the program, applicable coaching staff and Wheelchair Basketball Canada.

Athletes

12. In addition to paragraph 9 above, **Athletes** will have additional responsibilities to:
- a) Report any medical problems in a timely fashion, where such problems may limit the athlete's ability to travel, train or compete.
 - b) Participate and appear on time in all competitions, practices, training sessions, events, activities or projects.
 - c) Properly represent themselves and not attempt to enter a competition for which they are not eligible, by reason of age, classification or other reasons.
 - d) Act in a sportsmanlike manner and not display appearances of violence, foul language or gestures to other players, officials, coaches or spectators.
 - e) Adhere to Wheelchair Basketball Canada's rules and requirements regarding clothing and equipment.
 - f) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods.

Parents/Guardians and Spectators

13. In addition to paragraph 9 above, **Parents/Guardians** of Wheelchair Basketball Canada participants and **Spectators** at events will:
- a) Encourage athletes to play by the rules and to resolve conflicts without resorting to hostility or violence;
 - b) Never ridicule a participant for making a mistake during a performance or practice;
 - c) Provide positive comments that motivate and encourage participants continued effort;
 - d) Respect the decisions and judgments of officials, and encourage athletes to do the same;
 - e) Never question an officials' or Wheelchair Basketball Canada staffs' judgment or honesty;
 - f) Respect and show appreciation to all competitors, and to the coaches, officials and other volunteers who give their time to the sport.

g) Keep off of the playing area, do not interfere with play or call lines