

Policies & Procedures Manual



January 19, 2022 (ammended June 2022)

2.0 STAFF CODE OF CONDUCT

2.1 POLICY STATEMENT

Any individual employed by or engaged in activities on behalf of PacificSport Vancouver Island shall maintain the dignity and self-esteem of clients and other staff. They shall conduct themselves in a respectful manner and not willfully damage the property of others. They shall adhere to all federal, provincial and municipal laws and comply with PacificSport Vancouver Island by-laws, policies, procedures, rules and regulations.

Any individual employed by or engaged in activities on behalf of PacificSport Vancouver Island shall refrain from any behavior that constitutes harassment, workplace harassment, or sexual harassment. They shall refrain from any behavior that constitutes workplace violence and will refrain from associating with any client who has incurred an anti-doping rule violation and is serving a sanction.

Staff shall refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.

PacificSport Vancouver Island adopts and accepts all the language contained in the [BC Universal Code of Conduct](#). An individual who violates the B.C. Universal Code of Conduct may be subject to sanctions pursuant to the PSVI Discipline and Complaints Policy.

2.2 DEFINITIONS

The following terms have these meanings in this Code:

“Staff” – Any individual employed by, or engaged in activities on behalf of, PacificSport Vancouver Island including: employees, contract personnel, volunteers, medical personnel, researchers, and administrators;

“Clients” – Users of PacificSport Vancouver Island services, including on-site services, such as athletes, coaches, medical staff, and other personnel connected to a team or athlete; and

“Workplace” - Any place where business or work-related activities are conducted. Workplaces include but are not limited to, the PacificSport Vancouver Island offices, work-related social functions, work assignments outside PacificSport Vancouver Island offices, work-related travel, and work-related conferences or training sessions.

“Contacts” – Includes partners, potential and existing.

2.3 APPLICATION

The Code of Conduct will ensure a safe and positive environment within PacificSport Vancouver Island workplace by making staff aware that there is an expectation, at all times, of appropriate behaviour consistent with PacificSport’s core values.

PacificSport Vancouver Island supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all staff, clients, contacts, members, directors and strategic volunteers are treated with respect.

This Code also applies to staff conduct outside of PacificSport's Workplace, business, activities, and events when such conduct adversely affects relationships within PacificSport (and its work and sport environment) and is detrimental to the image and reputation of PacificSport Vancouver Island. Such applicability will be determined by PacificSport at its sole discretion.

2.4 PROCEDURES

2.4.1 Staff have a responsibility to:

- Demonstrate respect to Staff, Clients and Contacts regardless of body type, physical characteristics, athletic ability, gender, gender identity, ancestry, colour, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability, or economic status;
- Consistently demonstrate the spirit of sport leadership and ethical conduct;
- Act, when appropriate, to correct or prevent practices that are unjustly discriminatory;
- Consistently treat Staff, Clients and Contacts fairly and reasonably.
- Respect the dignity of others. Verbal or physical behaviours that constitute harassment or abuse are unacceptable. [See Harassment & Violence in the Workplace](#)
- Never advocate or condone the use of drugs or other banned or performance enhancing substances.
- Never provide underage athletes or volunteers with drugs, alcohol, or tobacco products.

2.4.2 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. [See Harassment & Violence in the Workplace](#)

2.4.3 Refrain from any behaviour that constitutes **workplace harassment**, where workplace harassment is defined as 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. [See workplace harassment](#)

2.4.4 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. [See workplace violence](#)

2.4.5 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. [See Sexual Harassment](#)

2.4.6 Refrain from associating with any Client for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision, 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).

2.4.7 A staff person found to have violated this Code or otherwise engaged in acts of violence or harassment against any other employee, worker, contractor, customer, supplier, Client, contact or other third-party during business hours, or at any PacificSport event, will be subject to appropriate disciplinary sanctions pursuant to PacificSport Vancouver Island's Discipline, Complaints and Dispute Resolution Policy and Procedures.
[See Discipline, Complaints and Dispute Resolution](#)