

Policies & Procedures Manual



January 19, 2022 (ammended June 2022)

3.0 BOARD OF DIRECTORS AND VOLUNTEERS CODE OF CONDUCT

3.1 POLICY STATEMENT

Any individual engaged in activities on behalf of PacificSport Vancouver Island shall maintain the dignity and self-esteem of clients, staff and volunteers. 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 engaged in activities on behalf of PacificSport Vancouver Island shall refrain from any behaviour that constitutes harassment or sexual harassment. They shall refrain from any behaviour that constitutes violence and will refrain from associating with any client who has incurred an anti-doping rule violation and is serving a sanction. [See Harassment and Violence in the Workplace](#)

Directors of the Board and volunteers 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.

3.2 DEFINITIONS

'Director of the Board'- a person who has volunteered to join other Board Directors to jointly review and advise the activities of PacificSport Vancouver Island.

'Volunteer'- a person who freely offers to take part in an enterprise or undertake a task.

3.3 APPLICATION

The Code of Conduct will ensure a safe and positive environment within PacificSport Vancouver Island by making Directors of the Board and volunteers 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 Directors of the Board & volunteer 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.

3.4 PROCEDURES

3.4.1 Board of Directors is committed to teamwork and effective decision-making.

Towards this end the Directors of the Board will:

- Endeavour to represent the broader interests of members and/or stakeholders
- Seek to balance their contribution as both an advisor and learner.
- Be honest with others and true to themselves
- Refrain from trying to influence other board directors outside of board meetings that might have the effect of creating factions and limiting free and open discussion.
- Be willing to be a dissenting voice, endeavor to build on other director's ideas, offer alternative points of view as options to be considered and invite others to do so too.
- On important issues, be balanced in one's effort to understand other board directors and to make oneself understood.
- Once a board decision is made, support the decision even if one's own view is a minority one.
- Not disclose or discuss differences of opinion on the board with those who are not on the board. The board should communicate externally with "one voice".
- Respect the confidentiality of information on sensitive issues, especially in personnel matters.
- Be an advocate for the organization and its mission wherever and whenever the opportunity arises in their own personal and professional networks
- Disclose one's involvement with other organizations, businesses or individuals where such a relationship might be viewed as a conflict of interest (see [Conflict of Interest Policy](#)).
- Refrain from giving direction, as an individual board member, to the Executive Director or any member of staff.
- Refrain from investigating or discussing the Executive Director's performance with staff members or stakeholders without board authorization

3.4.2 Volunteers

In the interest of the volunteers and participants served by PacificSport Vancouver Island, the volunteers commit to observing the following code of conduct.

- Treat everyone fairly within the context of their activity, regardless of gender, ethnic background, color, sexual orientation, religion, political belief or economic status.
- Agree to conduct yourself in a manner consistent with the position as a positive role model, and as a representative of PSVI.
- Respect and adhere to the policies of the PSVI
- Respect the privacy and dignity of volunteers and participants by not divulging confidential information without consent, except where required by law as in the case of suspected child abuse.
- Consistently display high personal standards and project a favourable image of PSVI and of volunteering.
- Refrain from public criticism of volunteers, staff and/or participants.
- Refrain from the use of profane, insulting, harassing, or otherwise offensive language while volunteering.
- Regularly seek ways of increasing professional development and self-awareness.

PacificSport VI volunteers must:

- 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.