



CODE OF CONDUCT AND ETHICS

“the Code”

***To be used in conjunction with the terms defined in Definitions Conduct and Definitions Policy.
Additional terms are defined in the UCCMS***

Purpose

1. The purpose of this Code is to ensure a safe and positive environment within the programs, activities, and Events of Golf Canada, the Provincial Golf Associations, and its Member Clubs by making Organizational Participants aware that there is an expectation, at all times, of appropriate behaviour consistent with Golf Canada’s core values and policies.
2. Golf Canada, the Provincial Golf Associations, and its Member Clubs support equal opportunity, prohibit discriminatory practices, and are committed to providing an environment in which all individuals can safely participate in sport and are treated with respect and fairness.

Application of this Code

3. This Code applies to any Organizational Participant’s conduct during the business, activities, and Events of Golf Canada, the Provincial Golf Associations, and its Member Clubs, including, but not limited to competitions, practices, evaluations, treatment, or consultations (e.g., massage therapy), training sessions, travel associated with organizational activities, the office environment, and any meetings.
4. This Code also applies to Organizational Participants’ conduct outside of the business, activities, and Events of Golf Canada, the Provincial Golf Associations, and its Member Clubs when such conduct adversely affects any of the above organization’s relationships (and the work and sport environment) or is detrimental to the image and reputation of Golf Canada, a Provincial Golf Association, or a Member Club. Such applicability will be determined by Golf Canada at its sole discretion.
5. This Code applies to Organizational Participants active in the sport or who have retired from the sport where any claim regarding a potential breach of this Code occurred when the Organizational Participant was active in the sport.
6. In addition, this Policy will apply to breaches of this Code that occurred when the Organizational Participants involved interacted due to their mutual involvement in the sport or, if the breach occurred outside of the sport environment, if the breach has a serious and detrimental impact on the Individual(s).
7. Any Organizational Participant who violates this Code may be subject to sanctions pursuant to the *Discipline and Complaints Policy*. In addition to facing possible sanctions pursuant to the *Discipline and Complaints Policy*, an Organizational Participant who violates this Code during a competition may be removed from the competition or training area, and the Organizational Participant may be subject to further sanctions.
8. However, notwithstanding anything to the contrary contained herein or in the OSIC’s policies and procedures, all incidents of Maltreatment involving Workers, may also be addressed pursuant to the

processes set out in any applicable workplace policy. For greater certainty, where an allegation of misconduct is alleged to be a breach of a workplace policy and of the UCCMS, the matter may be referred for handling under the policies and procedures of the OSIC, provided the Worker is a UCCMS Participant, in addition to being addressed pursuant to any applicable workplace policy.

Prohibited Behaviours

9. Organizational Participants must refrain from any behaviour that constitutes a Prohibited Behaviour as defined by the UCCMS and this Code.
10. Organizational Participants are responsible for knowing what actions or behaviours constitute Prohibited Behaviours and Maltreatment.
11. Prohibited Behaviours under the UCCMS include, but are not limited to:
 - a) Physical Maltreatment
 - b) Psychological Maltreatment
 - c) Neglect
 - d) Sexual Maltreatment
 - e) Grooming
 - f) Boundary Transgressions
 - g) Discrimination
 - h) Failing to Report
 - i) Aiding and Abetting
 - j) Retaliation
 - k) Interference with or Manipulation of Process
 - l) False Reports
 - m) Subjecting an Organizational Participant to the Risk of Maltreatment

In addition to the Prohibited Behaviours as defined by the UCCMS, this Code sets out other expected standards of behaviour and conduct for all Organizational Participants and any failure to respect these expected standards of behaviour by an Organizational Participant may constitute a breach of this Code.

In addition, the following behaviours also constitute breaches of this Code:

- a) Bullying
- b) Harassment
- c) Workplace Harassment
- d) Workplace Violence

Persons in Authority and Prohibited Behaviour

12. When they are a Person in Authority, Organizational Participants are responsible for knowing what constitutes Prohibited Behaviour .
13. The physical location(s) where the alleged Prohibited Behaviour occurred is not determinative. This includes whether the alleged Prohibited Behaviour occurred:
 - a) Within a golf environment;
 - b) When the Organizational Participant alleged to have committed the Prohibited Behaviour was engaging in golf activities;
 - c) When the Organizational Participants involved interacted due to their mutual involvement in golf; or
 - d) Outside of the golf environment where the Prohibited Behaviour has a serious and detrimental impact on another Organizational Participant.
14. It is a violation of this Code for Athlete Support Personnel or other Persons in Authority to place Organizational Participants in situations that make them vulnerable to Prohibited Behaviour. This includes, but is not limited to, instructing an Athlete and coach to share a hotel room when traveling, hiring a coach who has a history of Prohibited Behaviour, assigning guides and other support staff to a para-Athlete when the guide or support staff has a reputation for Prohibited Behaviour or assigning such a guide or support staff to a para-Athlete in the absence of consultation with the para-Athlete.

Responsibilities

15. Organizational Participants have a responsibility to:
 - a) Refrain from any behaviour that constitutes Prohibited Behaviour and Maltreatment under this Code and the UCCMS.
 - b) Maintain and enhance the dignity and self-esteem of other Organizational Participants by:
 - i. Treating each other with the highest standards of fairness, honesty, respect and integrity;
 - ii. Focusing comments or criticism appropriately and avoiding public criticism of Athletes, coaches, officials, organizers, volunteers, employees, or other Organizational Participants;
 - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct;
 - iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory; and
 - v. Ensuring adherence to the rules of the sport and the spirit of those rules.
 - c) Refrain from the use of power or authority to coerce another person to engage in inappropriate activities.
 - d) Refrain from consuming tobacco products, cannabis, or recreational drugs while participating in the programs, activities, competitions, or Events of Golf Canada, a Provincial Golf Association, or a Member Club
 - e) In the case of Minors, not consume alcohol, tobacco, or cannabis at any competition or event.
 - f) In the case of individuals who are not Minors, not consume cannabis in the Workplace or in any situation associated with the Events of Golf Canada, a Provincial Golf Association or a Member Club (subject to any requirements for accommodation), not consume alcohol during training, competitions, in situations where Minors are present, or in the workplace and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations.
 - g) When driving a vehicle:
 - i. Have a valid driver's license;

- ii. Obey traffic laws;
 - iii. Not be under the influence of alcohol, cannabis or illegal drugs or substances;
 - iv. Have valid car insurance; and
 - v. Refrain from engaging in any activity that would constitute distracted driving.
- h) Respect the property of others and not wilfully cause damage.
 - i) Promote golf in the most constructive and positive manner possible.
 - j) Refrain from engaging in deliberate behaviour which is intended to manipulate the outcome of a competition and/or not offer, receive or refrain from offering or receiving any benefit which is intended to manipulate the outcome of a competition. A benefit includes the direct or indirect receipt of money or anything else of value, including, but not limited to bribes, gains, gifts, preferential treatment, and other advantages.
 - k) Refrain from engaging in deliberate behaviour which is intended to manipulate the outcome of a para-classification and/or not offer, receive or refrain from offering or receiving any benefit which is intended to manipulate the outcome of a para-classification. A benefit includes the direct or indirect receipt of money or anything else of value, including, but not limited to bribes, gains, gifts, preferential treatment, and other advantages.
 - l) Adhere to all federal, provincial/territorial, municipal and host country laws.
 - m) Comply, at all times, with the bylaws, policies, procedures, rules, and regulations of Golf Canada, the Provincial Golf Associations, its Member Clubs and those of any other Sport NSO with authority over the Organizational Participants, as applicable, and as adopted and amended from time to time.
 - n) Report under the Discipline and Complaints Policy or under the Whistleblower Policy any ongoing criminal or anti-doping investigation, conviction, or existing bail conditions involving an Organizational Participant, including, but not limited to, those for violence, child pornography, or possession, use, or sale of any illegal or prohibited substance or method.
 - o) Comply with the *Golf Canada Code of Conduct for Players as applicable*.
 - p) Comply with *Golf Canada Dress Code Policy, as applicable*.
 - q) Avoid compromising the present and future health of Athletes by communicating and cooperating with sport science and sport medicine professionals in the diagnosis, treatment, and management of Athletes' medical and psychological treatments, including when discussing optimal nutritional strategies or weight control methods for Minors. Dieting and other weight control methods are not permitted for Minors.

Directors, Committee and Council Members, and Employees

16. In addition to section 15 (above), Directors, Committee Members, and employees of Golf Canada will have additional responsibilities to:
- a) Function primarily as a Director, committee member or employee of Golf Canada and ensure to prioritize their duty of loyalty to Golf Canada (and not to any other NSO or group) while acting in this role,
 - b) Conduct themselves openly, professionally, lawfully and in good faith.
 - c) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the business and the maintenance of an Organizational Participant's confidence.

- d) Ensure that financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities.
- e) Not accept or seek, on behalf of themselves or any other person, any significant service, benefit, or gift from anybody offered because of them carrying out their duties for Golf Canada. In the event they are offered a service, benefit, or gift having a value more than \$500 they shall first review the matter with the CEO of Golf Canada for approval to accept. If acceptance is approved, then they must complete a declaration statement and submit the form to Golf Canada Human Resources Department.
- f) Comply with *Golf Canada's Conflict of Interest Policy*.
- g) Comply with the obligations under the *Screening Policy*, understanding the ongoing expectations under the *Screening Policy* and fully cooperating in the screening process.
- h) Comply with the *Employee and Volunteer Drug and Alcohol Policy*.
- i) *Comply with the Privacy Policy*
- j) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or allow fear of criticism to influence their decision-making on behalf of Golf Canada.
- k) No political contributions (cash or non-cash) will be made by them on behalf of or in the name of Golf Canada
- l) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to applicable laws.
- m) Maintain confidentiality of private organizational information and not use confidential or proprietary information for any other purpose other than Golf Canada business.
- n) Commit the time to attend meetings and be diligent in preparation for and participation in, discussions at such meetings.
- o) Have a thorough knowledge and understanding of all governance documents including the policies and by-laws of Golf Canada. Without restricting the generality of the foregoing, specifically acknowledge that they have read and fully understand and agree that they are aware of the *Whistleblower Policy*.

Athlete Support Personnel

- 17. In addition to section 15 (above), Athlete Support Personnel have many additional responsibilities.
- 18. Athlete Support Personnel must understand and respect the inherent Power Imbalance that exists in this relationship and must not abuse it, either consciously or unconsciously.
- 19. Athlete Support Personnel will:
 - a) Avoid any behaviour that abuses the Power Imbalance inherent in the position of the Athlete Support Personnel.
 - b) Disclose to Golf Canada, the Provincial Golf Association or Member Club (as applicable) any sexual or intimate relationship with an Athlete over the age of majority and, if requested by Golf Canada, immediately discontinue any coaching involvement with that Athlete.
 - c) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the Athletes.
 - d) 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.

- e) 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 treatments.
- f) Support the Athlete Support Personnel of a training camp, provincial/territorial team, or national team, should an Athlete qualify for participation with one of these programs.
- g) Comply with all established responsibilities and obligations as set out by the Athlete Support Personnel's professional governing association or order, if any.
- h) Accept and promote Athletes' personal goals and refer Athletes to other coaches and sport specialists as appropriate.
- i) Provide Athletes (and the parents/guardians of Minor Athletes) with the information necessary to be involved in the decisions that affect the Athlete.
- j) Act in the best interest of the Athlete's development as a whole person.
- k) Comply with the obligations under *Golf Canada's Screening Policy*, including understanding expectations under this Policy and fully cooperating with the screening process.
- l) Comply with *Golf Canada's Employee and Volunteer Drug and Alcohol Policy*.
- m) Comply with *Golf Canada's Privacy Policy*
- n) Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or prohibited substances or prohibited methods and, in the case of Minors, alcohol, cannabis, and/or tobacco.
- o) Respect competitor Athletes and, in dealings with them, not encroach upon topics or take actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the Athletes.
- p) Recognize the power inherent in the position of Athlete Support Personnel and respect and promote the rights of all Organizational Participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of Organizational Participants who are in a vulnerable or dependent position and less able to protect their own rights.
- q) When a Power Imbalance exists, not engage in a sexual or intimate relationship with an Athlete of any age.
- r) Dress professionally and use appropriate language.

Athletes

20. In addition to section 15 (above), Athletes will have additional responsibilities to:
- a) Adhere to their Athlete Agreement with Golf Canada (if applicable).
 - b) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete.
 - c) Participate and appear on-time and prepared to participate to their best abilities in all competitions, practices, training sessions, and evaluations.
 - d) Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason.
 - e) Adhere to rules and requirements regarding clothing, professionalism, and equipment.

- f) Act in accordance with applicable policies and procedures and, when applicable, additional rules and instructions as outlined by Athlete Support Personnel.

Officials

21. In addition to section 15 (above), officials will have additional responsibilities to:

- a) Maintain and update their knowledge of the rules and rules changes.
- b) Act openly, impartially, professionally, lawfully, and in good faith.
- c) Refrain from publicly criticizing other Organizational Participants.
- d) Place the safety and welfare of competitors and the fairness of the competition above all else.
- e) Strive to provide a fair sporting environment, and at no time engage in Maltreatment or Prohibited Behaviour toward any person on the field of play.
- f) Work within the boundaries of their position's description while supporting the work of other officials.
- g) Act as an ambassador of the sport by agreeing to enforce and abide by national and provincial/territorial rules and regulations.
- h) Take ownership of actions and decisions made while officiating.
- i) Respect the rights, dignity, and worth of all Organizational Participants.
- j) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others.
- k) Respect the confidentiality required by issues of a sensitive nature, which may include discipline processes, appeals, and specific information or data about Organizational Participants.
- l) Comply with the obligations under Golf Canada's *Screening Policy*, including understanding ongoing expectations under this *Policy* and fully cooperating with the screening process.
- m) Comply with *Golf Canada's Employee and Volunteer Drug and Alcohol Policy*.
- n) Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform a supervisor or Golf Canada at the earliest possible time.
- o) When writing reports, set out the facts to the best of their knowledge and recollection.
- p) Dress in proper attire for officiating.

Parents/Guardians and Spectators

22. In addition to section 15 (above), parents/guardians and spectators at Events will:

- a) Never harass Organizational Participants, competitors, Athlete Support Personnel, officials, parents/guardians, or other spectators.
- b) Comply with *Golf Canada's Code of Conduct for Parents and Spectators*.
- c) Respect the decisions and judgments of officials and encourage Athletes to do the same.
- d) Never ridicule an Organizational Participant for making a mistake during a competition or practice round.
- e) Support all efforts to stop and prevent verbal and physical abuse, coercion, intimidation, and excessive sarcasm from the sport environment.
- f) Respect and show appreciation to all competitors, and to Athlete Support Personnel, officials, and other volunteers.
- g) Encourage Athletes to compete within the rules and to resolve conflicts without resorting to hostility or violence.
- h) Condemn the use of violence in any form.

- i) Never encourage, aid, cover up or assist an Athlete in cheating through doping competition manipulation or other cheating behaviours,

Provincial Golf Associations and Member Clubs

23. Provincial Golf Associations and Member Clubs will be provided with a copy of Golf Canada's Safe Sport Policies and will be required to:
- a) Adhere to relevant Golf Canada governing documents and policies and, where necessary, amend their own rules to comply or align with those of Golf Canada.
 - b) Ensure that all Athletes and Athlete Support Personnel participating in sanctioned competitions and Events of Golf Canada are registered, and in good standing.
 - c) Appropriately screen prospective employees to help ensure Athletes have a healthy and safe sport environment.
 - d) Ensure that any possible or actual misconduct is investigated promptly and thoroughly.
 - e) Ensure that any reported misconduct is acted upon in accordance with Golf Canada's Safe Sport policies.
 - f) Impose appropriate disciplinary or corrective measures when misconduct has been substantiated.
 - g) Advise the Independent Third Party immediately of any situation where a complainant has inappropriately publicized a complaint in the media (including social media).
 - h) Provide Golf Canada with a copy of all decisions rendered pursuant to Golf Canada's Discipline Complaints Policy and Procedure..
 - i) Implement and publish any decisions and disciplinary sanctions imposed pursuant to Golf Canada, the Provincial Golf Association or Member Club's discipline process and subject to the UCCMS public disclosure.

Anti-Doping

24. Golf Canada, the Provincial Golf Associations and its Member Clubs adopt and adhere to the Canadian Anti-Doping Program and will respect any sanction imposed on an Individual because of a breach of the Canadian Anti-Doping Program or any other applicable Anti-Doping Rules.
25. All Organizational Participants shall:
- a) Abstain from the non-medical use of medications or drugs or the Use of Prohibited Substances or Prohibited Methods as listed on the version of the World Anti-Doping Agency's Prohibited List currently in force.
 - b) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision, who has been found to have committed an anti-doping rule violation and is serving a period of Ineligibility imposed pursuant to the Canadian Anti-Doping Program or any other applicable anti-doping rules.
 - c) Cooperate with any Anti-Doping Organization that is investigating any anti-doping rule violation(s).
 - d) Refrain from any offensive conduct toward a Doping Control official or other individual involved in Doping Control, whether such conduct constitutes Tampering as defined in the Canadian Anti-Doping Program.

- e) All Athlete Support Personnel or other Persons who are Using a Prohibited Substance or Prohibited Method without a valid and acceptable justification shall refrain from providing support to Athletes that fall under Golf Canada's, a Provincial Golf Association's or a Member Club's jurisdiction.

Retaliation, Retribution or Reprisal

26. It is a breach of this Code of Conduct and Ethics for any Organizational Participant to engage in any act that threatens or seeks to intimidate another individual with the intent of discouraging that Organizational Participant from filing, in good faith, a complaint pursuant to any Golf Canada Policy. It is also a breach of this Code of Conduct and Ethics for an Organizational Participant to file a complaint for the purpose of retaliation, retribution, or reprisal against any other Organizational Participant. Any Organizational Participant found to be in breach of this section shall be liable for the costs related to the disciplinary process required to establish such a breach.

Privacy

27. The collection use and disclosure of any personal information pursuant to this Policy is subject to Golf Canada's *Privacy Policy*.