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Title: CODE OF CONDUCT AND ETHICS

Purpose: The purpose of this Code of Conduct and Ethics Policy ("Code") is to ensure a safe and positive environment within Whitby Swimming (WS) programs, activities and events, by making all individuals aware that there is an expectation at all times of appropriate behavior consistent with the values of WS set out in the policy statements of this code.

Policy Statements: All individuals affiliated with Whitby Swimming (WS) activities shall conduct themselves appropriately exhibiting behaviours consistent with the values of WS at all times.

WS is committed to providing an environment in which all individuals are treated with respect. Further, WS supports equal opportunity and prohibits discriminatory practices. Members of WS are expected to conduct themselves at all times in a manner consistent with the values of WS that include fairness, integrity, open communication and mutual respect.

Conduct that violates this Code may be subject to sanctions pursuant to WS's policies related to discipline and complaints.

Swim Ontario has its own Code of Conduct and Ethics and sets clear provincial standards for behaviour. The WS Code reflects the provincial Code of Conduct and Ethics.

Review Cycle: This policy shall be reviewed and updated at an interval deemed appropriate by the Board of Directors.

Receives Authority from: WS-POL-001 "HEALTH AND SAFETY POLICY"

Document Owner: President

Approval: Board of Directors

Effective Date: February 19, 2020

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1.0 VALUES

- 1.1 **Respect** every team member. Treat everyone, including oneself, with respect, dignity, and consideration. Respect everyone's, including one self's, right to pursue goals consistent with team purpose.
- 1.2 **Accept** that each WS member is important. Everyone has the opportunity to participate and to make a contribution.
- 1.3 **Appreciate** every team member. In our program, everyone counts. No one is invisible. Let everyone know that s/he is noticed and appreciated.
- 1.4 **Maintain high standards** of behaviour, politeness and sportsmanship at all times
- 1.5 **Challenge, Encourage** and **Support** everyone's action for excellence.

2.0 APPLICATION OF THIS POLICY

- 2.1 This policy applies to Individuals relating to conduct that may arise during the course of WS business, activities and events, including but not limited to, off-deck environment, competitions & meets, workouts, training camps, team travel, club events, and meetings.
- 2.2 This policy applies to conduct that may occur outside of WS business and events when such conduct adversely affects relationships within WS's work and sport environment and is detrimental to the image and reputation of WS.
- 2.3 IF anyone is found in violation of any of the policies statements below, THEN disciplinary action may be enforced using WS's *Discipline and Complaints* procedure

3.0 REQUIREMENTS

3.1 ALL INDIVIDUALS

"Individuals" has the following meaning within this policy document:

- All categories of membership within Whitby Swimming (WS), as well as all individuals engaged in activities with WS, including but not limited to, athletes, coaches, officials, volunteers, directors, officers, managers, administrators, spectators and parents of WS members

All Individuals have a responsibility to:

- 3.1.1 Maintain and enhance the dignity and self-esteem of WS Members and other Individuals by:
 - (a) Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, colour, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability or economic status;
 - (b) Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees and members;

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- (c) Consistently demonstrating the spirit of sportsmanship, sports leadership and ethical conduct;
- (d) Acting, when appropriate, to prevent or correct practices that are unjustly discriminatory;
- (e) Consistently treating individuals fairly and reasonably; and
- (f) Ensuring that the rules of swimming, and the spirit of such rules, are adhered to.

3.1.2 Refrain from any behavior 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. Types of behavior that constitute harassment include, but are not limited to:

- (a) Written or verbal abuse, threats or outbursts;
- (b) The display of visual material which is offensive or which one ought to know is offensive;
- (c) Unwelcome remarks, jokes, comments, innuendos or taunts;
- (d) Leering or other suggestive or obscene gestures;
- (e) Condescending or patronizing behavior which is intended to undermine self esteem, diminish performance or adversely affect working conditions;
- (f) Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;
- (g) Any form of hazing (refer to Swim Ontario's Hazing Policy);
- (h) Unwanted physical contact including touching, petting, pinching or kissing;
- (i) Unwelcome sexual flirtations, advances, requests or invitations;
- (j) Physical or sexual assault;
- (k) Behaviors such as those described above that are not directed towards individuals or groups but have the same effect of creating a negative or hostile environment; or
- (l) Retaliation or threats of retaliation against an individual who reports harassment.

3.1.3 Refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favors, or conduct of a sexual nature. (Refer to the Swim Ontario Harassment Policy) Types of behavior that constitute sexual harassment include, but are not limited to:

- (a) Sexist jokes;
 - (b) Display of sexually offensive material;
 - (c) Sexually degrading words used to describe a person;
 - (d) Inquiries or comments about a person's sex life;
 - (e) Unwelcome sexual flirtations, advances or propositions;
 - (f) Persistent unwanted contact; or
 - (g) Sexual assault.
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- 3.1.4 Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities;
- 3.1.5 In the case of persons of legal drinking age, avoid consuming alcohol in situations where minors are present, and take reasonable steps to manage the responsible consumption of alcoholic beverages in adult social situations associated with WS events;
- 3.1.6 In the case of persons of legal age, avoid the act of smoking, vaping (e-cigarette), chewing tobacco, marijuana in situations where minors are present, and take reasonable steps to manage the responsible use of these items in adult social situations associated with WS events;
- 3.1.7 Respect the property of others and not willfully cause damage;
- 3.1.8 Abstain from the non-medical use of drugs or the use of performance enhancing drugs or methods;
- 3.1.9 Refrain from any form of intimate or sexual activity at WS activities and events, including but not limited to, off-deck environment, competitions & meets, workouts, training camps, travel, club events, and meetings;
- 3.1.10 Comply at all times with the bylaws, policies, rules and regulations of WS, as adopted and amended from time to time;
- 3.1.11 Adhere to all Federal, Provincial, Municipal, or host country laws;
- 3.1.12 Refrain from posting on social media negative comments about events (swim meets, team travel), swim groups, swimmers, coaches, employees, contractors, officials, volunteers, other members, from WS or any other club;
- 3.1.13 Shall not represent WS in a manner which is detrimental to the image and reputation of WS within it's host community of the Town or Whitby, any other community or online, whether on WS business/event or otherwise;
- 3.1.14 Shall not use WS branding without approval from the Board of Directors, or head coach.

3.2 COACHES

In addition to Section 3.1 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:

- 3.2.1 Adhere to WS Health and Safety Policies in their conduct and the WS mission of 'creating lifelong swimming experiences.
 - 3.2.2 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;
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- 3.2.3 Avoid compromising the present and future health of athletes by refraining from using training methods or techniques that may harm athletes, communicating and cooperating with sport medicine professionals in the diagnosis, treatment and management of athletes' medical and psychological problems;
- 3.2.4 Under no circumstances provide, promote or condone the use of drugs or performance-enhancing substances;
- 3.2.5 Recognize athletes' individual swimming goals and refer athletes to other coaches and sports specialists as appropriate and as opportunities arise;
- 3.2.6 At no time engage in an intimate or sexual relations with an athlete under the age of 18 years and at no time engage in an intimate or sexual relations with an athlete over the age of 18 if the coach is in a position of power, trust or authority over the athlete.
- 3.2.7 Provide athletes and the parents/guardians of athletes who are minors with the information necessary to be involved in the decisions that affect the athlete as appropriate;
- 3.2.8 Refrain from intervening inappropriately in personal affairs that are outside the generally accepted jurisdiction of a coach;
- 3.2.9 Act in the best interest of the athlete's development as a whole person;
- 3.2.10 Distribute the *Swimmer Compliance* form to all athletes in their group and provide reasonable time for athlete and parent/guardian review;
- 3.2.11 Collect signed *Swimmer Compliance* forms and retain on file;
- 3.2.12 Not allow swimmers to participate in WS activities until *Swimmer Compliance* form is on file;
- 3.2.13 Adhere to the guiding principles of *Respect in Sport*, in their conduct:
<https://swimming-canada.respectgroupinc.com/>
- 3.2.14 Recognize the power inherent in the position of coach and respect and promote the rights of all 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 participants who are in a vulnerable or dependent position and less able to protect their own rights.

3.3 ATHLETES/SWIMMERS

In addition to Section 3.1 above,

Athletes will have additional responsibilities as follows:

- 3.3.1 Report any medical problems in a timely fashion, where such problems may limit the Athlete's ability to travel, train, or compete;
- 3.3.2 Participate and appear on time at all activities and events, including but not limited to, competitions and meets, workouts, training camps, travel, club events, and meetings;

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- 3.3.3 Properly represent themselves and not attempt to enter a competition for which they are not eligible by reason of age, classification, qualification, or other reasons;
- 3.3.4 Adhere to WS's rules and requirements regarding clothing and equipment;
- 3.3.5 Shall not smoke or chew tobacco or use vaping (e-cigarette) products;
- 3.3.6 Shall not use drugs other than those prescribed by a physician or for over the counter medicines by parent/guardian approval;
- 3.3.7 Respect the boundaries of the coaching environment at all times;
- 3.3.8 Shall not smoke or ingest marijuana;
- 3.3.9 Shall read, understand and sign the *Swimmer Compliance* form and submit the signed form to their group's coach. Swimmers will not be allowed to participate in WS activities until this form is handed in to their coach.

3.4 OFFICIALS

In addition to Section 3.1 above,

Officials will have additional responsibilities to:

- 3.4.1 Adhere to the rules of Swimming Canada at:
<https://www.swimming.ca/en/swimmingcanadarules>;
- 3.4.2 Be fair and objective;
- 3.4.3 Avoid situations in which a conflict of interest may arise;
- 3.4.4 Make independent judgments.

3.5 PARENTS/GUARDIANS AND SPECTATORS

In addition to Section 3.1 above,

Parents/Guardians of WS Members and **Spectators** at events will:

- 3.5.1 Encourage athletes to play by the rules and to resolve conflicts without resorting to hostility or violence;
 - 3.5.2 Never ridicule a participant for making a mistake during a performance or practice;
 - 3.5.3 Provide positive comments that motivate and encourage participants continued effort;
 - 3.5.4 Respect the decisions and judgments of officials, and encourage athletes to do the same;
 - 3.5.5 Respect and show appreciation to all competitors, and to the coaches, officials, and other volunteers who give their time to the sport;
 - 3.5.6 Keep off the competition deck and not interfere with coaching or officiating;
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- 3.5.7 Respect the boundaries of the coaching environment at all times;
 - 3.5.8 Shall read, understand and sign the *Swimmer Compliance* form with their athlete and have the athlete submit the signed form to their group's coach. Swimmer will not be allowed to participate in WS activities until this form is handed in to their coach.
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