



CODE OF CONDUCT AND ETHICS

Purpose

1. The purpose of this Code is to ensure that our behaviours support our aspiration for a safe and positive Sport Environment¹ by making Individuals² aware that there is an expectation of appropriate behavior at all times, consistent with Surf Canada's values. Surf Canada supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect.

Application

2. This Code applies to Individuals' conduct during Surf Canada business, activities, and events including, but not limited to, Surf Canada competitions, practices, tryouts, training camps, meetings, conferences, seminars and other training activities.
3. An Individual who violates this Code may be subject to sanctions pursuant to this policy. An Individual who violates this Code during a competition may be ejected from the competition or the playing area, the official may delay the competition until the Individual complies with the ejection, and the Individual may be subject to any additional discipline associated with the competition.
4. An employee of Surf Canada found to have engaged in acts contrary to this policy will be subject to appropriate disciplinary action in accordance with the terms of Surf Canada's Human Resource policies and the employee's Employment Agreement.
5. This Code also applies to Individuals' conduct outside of Surf Canada's business, activities, and events when such conduct adversely affects relationships within Surf Canada (and its work and sport environment) and is detrimental to the image and reputation of Surf Canada. Such applicability will be determined by Surf Canada at its sole discretion.

Policy

6. Individuals have a responsibility to:
 - a) Maintain and enhance the dignity and self-esteem of individuals and others by:
 - I. Demonstrating respect to others regardless of body type, physical characteristics, athletic ability, gender identity or expression, ancestry, colour, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability, economic status or any other reason
 - II. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, or members
 - III. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct

¹ **"Sport Environment"**: Any place where Surf Canada business or activities are conducted, including but not limited to: the Surf Canada office; any meetings in which members represent the interests of Surf Canada; Surf Canada social functions, conferences, seminars and training events; competitions, practices, selection events, sport testing, training camps, and speaking engagements, including travel to and from those events.

² **"Individuals"**: Individuals employed by, or engaged in activities with Surf Canada including, but not limited to, athletes, coaches, event organizers, officials, volunteers, managers, administrators, committee members, and directors and officers of Surf Canada



- IV. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory or disrespectful
 - V. Consistently treating individuals fairly and reasonably
 - VI. Ensuring that the rules of Surf Canada and the spirit of those rules, are adhered to
- b) Provide, sustain and create a tolerant, respectful and safe environment for all by refraining from any behavior that constitutes *harassment*³, *sexual harassment*⁴, *workplace violence*⁵ or *workplace harassment and sexual harassment*⁶ and, adhering to Surf Canada's "Respectful Workplace Policy"
 - c) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
 - d) Refrain from consuming alcohol, tobacco products, or recreational drugs while participating in Surf Canada programs, activities, competitions, or events. In the case of adults, avoid consuming alcohol in situations where minors are present and take steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with the Surf Canada Sport Environment
 - e) Respect the property of others and not wilfully cause damage
 - f) Promote the sport of surfing and it's respective disciplines in the most constructive and positive manner possible
 - g) Adhere to all federal, provincial, municipal and host country laws
 - h) Comply, at all times, with Surf Canada's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time

Board/Committee Members, Staff and Contractors

- 7. In addition to section 6 (above), Surf Canada Staff, Contractors, Board and Committee Members have additional responsibilities to:
 - a) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of Surf Canada business and the maintenance of Individuals' confidence
 - b) Ensure that Surf Canada's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities

³**Harassment** - a form of discrimination that involves any unwanted physical or verbal behaviour that offends or humiliates. Harassment includes bullying, and can take many forms but often involves conduct, comment or display that is insulting, intimidating, humiliating, hurtful, demeaning, belittling, malicious, degrading, or otherwise causes offence, discomfort, or personal humiliation or embarrassment to a person or group of persons

⁴ **Sexual harassment** - unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature

⁵ **Workplace violence** - the exercise of or, attempt to exercise physical force by a person against a worker, in a workplace, that causes or 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

⁶ **Workplace harassment and sexual harassment**— engaging in a course of vexatious comment or conduct (because of sex, sexual orientation, gender identity or gender expression in the case of sexual harassment) against a worker in a workplace that 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 advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is 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 or impose discipline.

The publication of Surf Canada policies will be in the English and French languages. In the case of conflicting interpretations, the English version will prevail.



- c) Conduct themselves openly, professionally, lawfully and in good faith in the best interests of Surf Canada
- d) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
- e) Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate, and honest in all dealings with others
- f) Keep informed about Surf Canada activities and general trends in the sectors in which they operate
- g) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which Surf Canada is incorporated
- h) Respect the confidentiality appropriate to issues of a sensitive nature
- i) Ensure that all Individuals are given sufficient opportunity to express opinions, and that all opinions are given due consideration
- 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) Maintain a thorough knowledge and understanding of all Surf Canada governance documents
- m) Conform to the bylaws and policies approved by Surf Canada, in particular this *Code of Conduct and Ethics* as well as the *Conflict of Interest Policy*.

Coaches and Team Personnel

8. In addition to section 6 (above), Coaches and Team Personnel have additional responsibilities to:
- a) Maintain awareness of their critical role in the personal, sport and athletic development of each athlete
 - b) Understand, respect and be extremely careful not to abuse, consciously or unconsciously, the inherent power imbalance that exists in a coach-athlete relationship
 - c) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved 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) Appropriately communicate and engage, as requested, with sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments. Respect the expertise and recommendations of the sport medical professions for the athlete's health
 - f) Support the coaching staff of a training camp or national team; should an athlete qualify for participation with one of these programs
 - g) Provide athletes and the parents/guardians of athlete minors with the information necessary to be involved in decisions that affect the athlete
 - h) Act in the best interest of the athlete's development as a whole person
 - i) Respect other coaches, staff, officials and volunteers
 - j) Meet the highest standards of credentials, integrity and suitability
 - k) Report any ongoing situation or condition (criminal or otherwise) that may be contraindicated for a position of leadership working with people, especially with respect to minors

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- l) Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed and administered medications) or performance-enhancing substances and methods, and, in the case of minors, alcohol and/or tobacco
- m) Not engage in a sexual relationship with an athlete under 18 years old, or an intimate or sexual relationship with an athlete over the age of 18 if the coach is in a position of power, trust, or authority over the athlete
- n) Respect and promote the rights of all participants in sport, with 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. This is accomplished by: establishing and following procedures for confidentiality (right to privacy); informed participation, and; fair and reasonable treatment
- o) Dress professionally, neatly, and inoffensively
- p) Use inoffensive and appropriate language for the audience being addressed

Athletes

9. In addition to section 6 (above), athletes have additional responsibilities to:
- a) Participate and appear on-time, well-nourished, and prepared to participate to their best abilities in all competitions, practices, training sessions, and other events
 - b) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete; or, in the case of carded athletes, interfere with one's ability to fulfill requirements under the Athlete Assistance Program
 - c) Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other restriction
 - d) Adhere to Surf Canada's rules and requirements regarding clothing and equipment; this includes any ISA policies for ISA sanctioned events
 - e) Never ridicule a participant for a poor performance or practice
 - f) Act in a sportsmanlike manner and not display appearances of violence, foul language, or rude gestures to other players, officials, coaches, or spectators
 - g) Dress in a manner representative of Surf Canada; focusing on neatness, cleanliness, and discretion
 - h) Act in accordance with Surf Canada's policies and procedures with particular adherence to this Code of Conduct and Ethics and the Surf Canada Athlete Agreement and, when applicable, additional rules as outlined by coaches or managers
 - i) Abstain from the non-medical user of drugs or the use of performance-enhancing substances or methods and adhere to the Canadian Anti-Doping Program.
 - j) Refrain from association with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport of surfing 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)

Judges and Officials

10. In addition to section 6 (above), Judges and Officials have additional responsibilities to:
- a) Conduct themselves openly, impartially, professionally, lawfully, and in good faith in the best interests of Surf Canada athletes, coaches, other officials, and parents

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- b) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others
- c) Respect the confidentiality required by issues of a sensitive nature, which may include ejections, defaults, forfeits, discipline processes, appeals, and specific information or data about Individuals
- d) Act as ambassadors of Surf Canada by enforcing and abiding by national and other applicable rules and regulations
- e) Maintain and update their knowledge of the rules and rules changes
- f) Take ownership of actions and decisions made while officiating
- g) Assist with the development of less-experienced judges and officials
- h) Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the assignor or association at the earliest possible time
- i) Dress in proper attire for officiating

Duty of Disclosure, Reporting and Cooperation

- 11. Individuals are expected to promptly report any behaviour of which they become aware that may constitute a breach of this Policy or contravenes the law. This includes situations where the breach is suspected, provided the person has reasonable grounds to believe such suspicion is true.
- 12. Individuals who report a violation of this Policy will have the opportunity to remain anonymous, save and except in those circumstances where the nature of the disclosure and/or the resultant investigation make it necessary to disclose identity (for example, legal investigations/proceedings).
- 13. An Individual is protected against retaliation for having made, in good faith, a report which the person believes to be valid or, assisting in the investigation of the report. Retaliation against an Individual who raises a concern in good faith, will not be tolerated and is considered a violation of the Policy.
- 14. If an Individual in a position of authority or leadership knows, or should reasonably have known, that discrimination, harassment or violence may have occurred and fails to take appropriate action, that Individual has condoned the discrimination, harassment or violence and may be subject to sanctions under this Policy.
- 15. Where Surf Canada reasonably believes that the reported conduct constitutes criminal activity or behaviour, Surf Canada shall have the right to report such conduct to law enforcement authorities.

Complaint and Discipline Procedure

- 16. An Individuals' failure to achieve or maintain an expected standard of behaviour as set out above, may be considered an infraction and may result in the imposition of disciplinary measures.
- 17. Surf Canada encourages individuals to first attempt to resolve conduct issues informally, whenever possible. Options for informal resolution include: speaking to the person and informing the individual that the conduct was unwelcomed or inappropriate and asking for it to stop; or consulting a person of authority.
- 18. If an informal resolution fails to resolve the issue, or if the circumstances are such that informal resolution is not possible or appropriate, any Person may report an infraction of this Policy to the Surf Canada President or, if the complaint is with respect to the President, to any other Board Member of Surf Canada within 14 days of the alleged infraction in accordance with Surf Canada's Complaints and Discipline Policy.



19. Surf Canada at its sole discretion may determine that an alleged infraction is serious enough to warrant interim measures pending the investigation and disposition of a complaint where such measures are in the best interest of the complainant, respondent and/or Surf Canada.
20. Interim measures are not sanctions, and they may take many forms, including but not limited to the imposition of measures regarding the continued participation in Surf Canada activities or the work of Surf Canada or, security arrangements.
21. In deciding the appropriate action, the rules of procedural fairness must be respected. Thus, the person affected must know the allegations against him or her and must be given a chance to respond to the allegations.
22. Disciplinary action may include, without limitation, a demand for oral or written apology, a curfew, reparations for damage caused, suspension from Surf Canada or a Surf Canada team.
23. Disciplinary decisions are subject to appeal, in accordance with Surf Canada's Appeal Policy.

Review

24. This Policy is subject to review at least once every three years