



## **CONDUCT POLICY**

### **OVERVIEW**

The Courtenay and District Fish and Game Protective Association provides this Conduct Policy to provide behavioural expectations by which members and their guests may enjoy their recreational and volunteering experiences during Association conservation, recreation, and outdoor education activities on-site, or elsewhere, and be ensured of a positive, constructive, and safe environment in which to pursue these activities.

### **PURPOSE**

The Association requires a framework by which behavioural complaints and those relating to the quality and timeliness of programs, services and facilities offered by the Association (function) to its members, can be received, assigned to the appropriate authority, assessed against a hierarchy of conduct, and have consistent and measured responses applied against specific incidences of unacceptable behaviour.

### **SCOPE**

This policy applies to all members including the Associate and Corporate membership categories as outlined in the Bylaws Article 1, Section A Part 1, para 2. This policy will be further described in each of the two ANNEXES; 1) Code of Conduct for Officers, Directors and Senior Managers, and 2) Members Code of Conduct. Additionally, this Policy applies to all guests and visitors rightfully on Association property and is detailed in the Member's Code of Conduct.

### **RESPONSIBILITY**

This Policy is developed and implemented in accordance with Article 5, Section 1 of the Association Bylaws. All members, employees, and guests are expected to conduct themselves responsibly while engaged in Association business or pleasure activities.

### **PROCEDURES**

#### **Criteria:**

- Complaints received in written format will be considered and acted upon by the Board.
- Members requiring protection of their privacy may contact directly the President or either of the two Vice Presidents to discuss options for filing and resolving their complaint. Anonymous complaints cannot be considered.
- Procedures are fully detailed in the Complaints Policy.

### **ANNEXES**

ANNEX 1: Code of Conduct for Officers, Directors, and Senior Managers

ANNEX 2: Members Code of Conduct

### **REFERENCES**

Association Bylaws: Article 1, Section A Part 1, para 2; Article 5, Section 1

Complaints Policy

Code of Conduct for Officers, Directors and Senior Managers

Members' Code of Conduct



## Annex 1 Code of Conduct for Officers, Directors and Senior Managers

This code of conduct applies to all Officers, Directors and Senior Managers\* (hereinafter called directors) of the Association. It is based on the legal duties and expectations of elected and appointed managers of a non-profit society.

Directors are expressly subject to specific duties and liabilities, and administrative and reporting requirements, under the *Societies Act*. These requirements are in addition to the members' Code of Conduct to which all members are required to adhere.

The specific duties are:

### **1. The duty to act honestly and in good faith and in the best interests of the Association**

Courts often emphasize the fiduciary\*\* character of directors or officers in cases involving this duty. Fiduciary duties are the highest duties that the civil law imposes on persons.

**An example of the activities proscribed (forbidden) by this duty is the disclosure of confidential Association information by any means without express permission.**

Directors are under a statutory obligation to manage or to supervise the management of the Association. To enable them to meet this obligation, directors have the authority to exercise all the powers of the Association and to act collectively, as a group or "board." The tasks commonly performed by directors include the following:

*... developing and following through on the organization's mission statement, and strategic planning; developing appropriate administrative structures; ensuring that there are job descriptions for all executive members of the Board; appointing and evaluating senior management; communicating to members and the public; ensuring that there are appropriate internal controls; ensuring that there is provision for a timely succession to the Board.*

### **2. The duty to exercise the care, diligence, and skill of a reasonably prudent person;**

This duty is generally considered to be analogous to the tort law duty to take reasonable care. The common law recognizes that directors often cannot pay continuous attention to the details of the day-to-day operations of the Association. They are entitled to rely on information prepared and presented to them by the Association's officers, senior managers and employees, unless a reasonably prudent director would recognize that the information is revealing problems within the Association that require further investigation and action.

Directors and officers may fulfill this duty by spending the time necessary to make informed decisions about the direction of the Association. For directors, this time would be spent on such activities as attending board and committee meetings and learning enough about the activities of the Association and the environment in which it operates to examine critically information presented by officers, senior managers and employees.

### **3. Duty to eliminate bullying and harassment**

The WorkSafeBC policies and procedures apply to operations of the Association. In this context for "worker" include our volunteers, in addition to paid employees and contractors.

WorkSafeBC's OHS policies use the phrase "bullying and harassment" as a single term, which:



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(a) includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but

(b) excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

Examples of conduct or comments that might be bullying and harassment include verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumours.

**The Association's bylaws** (Articles 5.3 and 5.4) are consistent with the duties and obligations of our board, its officers, directors and senior managers; namely:

1. The duty of *diligence* is the duty to act reasonably, prudently, in good faith and with a view to the best interests of our Association and its members;
2. The duty of *loyalty* is the duty to place the interests of our Association first, and to not use one's position as a director, an officer or a senior manager to further private interests;
3. The duty of *obedience* is the duty to act within the scope of the constitution, bylaws and codes of conduct governing our Association and its members and within the scope of other laws, rules and regulations that apply to it.

These duties extend broadly, and are owed to:

- a) the Association as a whole;
- b) our members, participants, clients, staff and volunteers;
- c) other directors; and
- d) anyone else who may be affected by the decisions of the board and the activities of the organization, including the general public.

### **Failure to comply**

Complaints regarding non-compliance with this Code of Conduct will be dealt with according to the Association's policy.

### **Notes**

**\*Includes Standing and ad hoc Committee Chairs and others with budgetary responsibilities.**

**\*\*Fiduciary refers to a relationship that requires scrupulous loyalty, good faith and candour.**



## Annex 2 Members' Code of Conduct

This code of conduct applies to all members of our Association. Membership is a privilege granted to individuals, families and corporations conditional on their commitment to our constitutional purposes, their willingness to accept this code of conduct and adherence to our bylaws, rules and regulations.

The main objective of this Code of Conduct is to ensure that members may enjoy their recreational and volunteering experiences during Association activities on-site or elsewhere and be ensured of a happy, constructive and safe environment in which to pursue their activities. Our members enjoy diverse interests and outdoor recreational pursuits. So, we recognize and respect the diversity of opinions natural in any community and each other's right to hold them. We also recognize that behaviours specific to certain activities are necessarily subject to rules, such as range safety or safe boating regulations. While this code of conduct includes obedience to such activity specific behaviours, the details are beyond the scope of this document and can be found in the pertaining specific rules and regulations. Failure to obey these may constitute a legal offense subject to prosecution.

This Code of Conduct is built upon our Association's fundamental beliefs that are the guiding principles that dictate our behavior and help us choose between right and wrong. They are:

1. We expect and require personal and organizational integrity,
2. We accept individual responsibility,
3. We are actively involved in Association events and volunteer according to our capabilities,
4. We respect and obey the Association's bylaws, rules, and regulations, particularly those regarding alcohol and cannabis,
5. We respect the property of our Association and of others, and
6. We aspire to proficiency and excellence in safe and ethical sportsmanship.

Complaints regarding failure by members and their guests to abide by this Code of Conduct will be dealt with by the Association's Complaints Policy.