



Field Hockey BC Governance Policies

FHBC Board of Director Code of Conduct and Ethics Policy

Purpose:

The Board has adopted the Directors' Code of Conduct and Ethics to set high ethical standards for all members of the Board of Directors with Field Hockey BC. It is the expectation that Directors act in accordance with this Code of Conduct and Ethics Policy and will act with the highest standards of professional and ethical conduct in the interest of Field Hockey BC, its members, and other important stakeholders.

British Columbia Universal Code of Conduct

Following the formal adoption of the British Columbia Universal Code of Conduct (BC UCC) by Field Hockey BC on September 27 2021, Field Hockey BC accepts all language contained in the BC UCC which forms an integral part of the FHBC Board of Director Code of Conduct. A copy of the full BC UCC can be accessed through the Field Hockey BC website at the following link:

<https://fieldhockeybc.com/safe-sport/>

Code of Conduct and Ethics:

The following principles govern Directors' conduct.

1. Members General Personal Responsibility
 - a. Maintain and enhance the dignity and self-esteem of FHBC members and other individuals by:
 - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, gender identity, ancestry, colour, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability, or economic status
 - 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
 - iv. Acting, when appropriate, to correct or prevent practices or behaviours that are unjustly discriminatory
 - v. Consistently treating individuals fairly and reasonably

- vi. Ensuring adherence to the rules of field hockey and the spirit of those rules
- b. Refrain from any behaviour 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 behaviour that constitute harassment include, but are not limited to:
 - i. Written or verbal abuse, threats, or outbursts
 - ii. The display of visual material which is offensive or which one ought to know is offensive in the circumstances
 - iii. Unwelcome remarks, jokes, nicknames, comments, innuendo, catcalls, whistles, or taunts
 - iv. Linking skills with gender or sexual orientation
 - v. Leering or other suggestive or obscene gestures
 - vi. Condescending or patronizing behaviour, which is intended to undermine self-esteem, diminish performance, or adversely affect working conditions
 - vii. Joking; including practical, awkward, cruel, embarrassing, and that which endanger a person's safety or negatively affect performance
 - viii. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
 - ix. Any form of hazing
 - x. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
 - xi. Physical or sexual assault
 - xii. Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment
 - xiii. Retaliation or threats of retaliation against an individual who reports harassment to Field Hockey BC
- c. Refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:
 - i. Sexist jokes
 - ii. Display of sexually offensive material
 - iii. Sexually degrading words used to describe a person
 - iv. Inquiries or comments about a person's sex life
 - v. Unwelcome sexual flirtations, advances, or propositions
 - vi. Persistent unwanted contact

2. Members Responsibility toward Fairness, Honesty, and Integrity

- a. Directors will act in fairness, honesty, integrity, and loyalty in all their dealings on behalf of Field Hockey BC

- b. Directors will not knowingly speak to conversations, promises or commitments that can impact the organization of Field Hockey BC in a negative or demeaning way
 - c. Directors will not directly or indirectly mislead, make false statements, or mislead by omission
 - d. Directors will treat all employees, Members, suppliers, competitors, colleagues and competitors with respect and courtesy
 - e. Directors are committed to dealing fairly with their colleagues, Members, suppliers, donors, employees, and other organizational associates
 - f. Directors will preserve and enhance the good reputation of Field Hockey BC and will avoid behaviour or terminology that might damage Field Hockey BC's brand and reputation
 - g. Directors will act ethically in their approach to all conversations recognizing their governance role of Field Hockey BC
 - h. Directors will avoid the use of drugs and alcohol while under the perceived and real duty of the position
3. Members Personal Transactions
- a. Directors will acknowledge their affiliations at the first opportunity Board meeting
 - i. The Board of Directors recognizes its strength is to have active community members who are members of their respective clubs.
 - 1. Directors will announce the potential or perceived conflict of interest in any situation.
 - b. Directors will keep their personal or other business dealings separate from their dealings as a Director for Field Hockey BC
 - c. Directors will not use the name of Field Hockey BC to further any personal, business, or other purpose
 - d. Directors will not use information obtained by them as a director of Field Hockey BC for personal or proximal financial gain or for financial or proximal gain of a close relation, for a not-for-profit, or business venture.
4. Expectation of Confidentiality of Information and Members
- a. Directors will ensure that confidential information relating to Field Hockey BC's business, governance, members, suppliers, partners, funders, and staff is not disclosed to any third parties without expressed written consent.
 - i. Conversations, emails, and phone calls are all expected to be deemed confidential until otherwise stated.
 - b. Directors will respect the privacy of others and will comply with the highest expectation of confidentiality/ (Privacy Policy).
 - c. Directors will respect the rights and property of Field Hockey BC and others, understanding that work completed may become the intellectual property of Field Hockey BC and its affiliates.

- d. Directors understand that their unique position in governance of Field Hockey BC and discussions and information may be seen as trade secrets, and insider information, and understanding the impact of this knowledge is the obligation of the Director to respect their limitations.
5. Disclosure of Interests
 - a. Directors are responsible to disclose to the Field Hockey BC team of governance any private or other business interest(s) and any other matters or concerns promptly and fully which potentially can lead or appear to be a conflict of interest.
 - b. Any Directors' that have dealings, whether it be financial, oversight, governance, staffing, within Field Hockey BC, or affiliated interests will excuse themselves and maintain a distance to avoid the actual and perceived conflict of interest(s).
6. Abiding by the Law
 - a. Directors will always abide by the law set forth by the Province of British Columbia and state of Canada.
 - b. Directors who travel will adhere to and abide by the laws of our province and country as well as the province or country they travel to and within.
7. Payments, Gifts and Travel
 - a. Directors shall not use their status or position as Director to seek personal gain or financial benefit from those seeking assistance or business opportunities with Field Hockey BC.
 - b. Directors must not accept any material or financial personal gain arising from their position as a Director.
 - i. Any acceptance must be fully disclosed in written detail to the Executive Committee by the next scheduled Board meeting.
 - ii. A Director understands they may be asked to surrender any gifts and/or financial gains received as a direct result of their position on the FHBC Board of Directors to avoid a conflict of interest.
 - c. While utilizing the Society's resources, Directors will exercise stewardship, respect, and duty of care towards those resources, including an individual's time.
 - d. Directors are in a position of responsibility to protect and preserve the assets, business relations, opportunities, and intellectual property for Field Hockey BC to benefit the sport and its membership, not for personal benefit.
8. Concerns
 - a. Directors have a moral and guiding responsibility to report any unlawful and unethical behaviour to the Executive Committee for further clarity and understanding.
9. Enforcement and Delegation of Penalties

- a. All members of the Board of Directors are responsible for reading, understanding, and signing the Code of Ethics prior to the second month of their term. A Director may ask for clarification or have affiliations noted immediately to protect Field Hockey BC and their own personal self.
- b. All complaints concerning possible breach of the Code of Ethics must be made in writing to the Executive Committee.
 - i. The Executive Committee in writing, will render a judgement, decision or initiate an investigation to best serve the individuals (both complainer and complainant) in the given concern.
 - ii. If the Executive Committee is unable to achieve a satisfactory resolution, the FHBC Board may strike a further committee to investigate and/or mediate the situation.
 - 1. A resolution from this ad-hoc committee must be presented within 30 days to maintain effectiveness of the Directors' Board responsibilities.
- c. Penalties for breaching the Code of Conduct may include, but are not limited to:
 - i. Exclusion of a Director from portions of all future meetings and discussions related to a stated conflict of interest, and/or
 - ii. Censure of a director, in private, public, or both, and/or
 - iii. Adhering to the Bylaws and provision set forth by the Society, removal from the office of Director with a resolution passed by a simple majority (50% +1) of the members present during discussions.

Having read and understood the *FHBC Board of Director Code of Conduct and Ethics Policy* in its entirety and in my role as a serving member of the Field Hockey BC Board of Directors, I hereby accept, agree, and commit to abide by the conditions of this *Policy*.

Full Name:

Position (FHBC Board of Directors):

Signature:

Date:

Policy Adoption: September 27, 2021
 Updated: December 6, 2021