

1.02 CODE OF CONDUCT AND ETHICS POLICY

Definitions

1. The following terms have these meanings in this Policy:
 - a) “*Athletes*” means any member of a GO-sponsored provincial team or a participant in GO-sponsored try-out session, camp or competition in respect of such a team.
 - b) “*Board/Committee members*” means a member of the Board of Directors of GO or a member of a Committee approved or appointed by the Board of the GO.
 - c) “*Coach*” means a coach of a GO-sponsored provincial team or a coaching program organized or sponsored by GO.
 - d) “*GO*” means Golf Ontario.
 - e) “*Individuals*” mean anyone belonging to any of the categories of membership defined in the GO Bylaws, as well as anyone engaged in activities with GO, including but not limited to, Athletes, Coaches, Officials and Volunteers.
 - f) “*Marijuana*” means cannabis, as listed under Schedule II of the Controlled Drugs and Substances Act, S.C. 1996, c. 19, which is consumed or possessed on a non-medically authorized basis, including but not limited to cannabis flowers, leaves, oils and edibles.
 - g) “*Player*” means anyone who plays in or is registered to play in a GO-sponsored competition and, if applicable, their caddie.
 - h) “*Staff*” means all employees, consultants, contractors, Committee members and Board members of GO.
 - i) “*Volunteers*” means anyone volunteering their time to provide services at a GO tournament or event.

Purpose

2. The purpose of this Policy is to ensure a safe and positive environment within GO programs, activities and events, by making all Individuals and Staff aware that there is an expectation of appropriate behavior, consistent with the values of GO, at all times.
3. GO is committed to providing an environment in which everyone is treated with respect. Further, GO supports equal opportunity and prohibits discriminatory practices. Staff are expected to conduct themselves at all times in a manner consistent with the values of GO that include fairness, integrity, open communication and mutual respect.

Scope and Application of this Policy

4. This Policy applies to the conduct of Individuals and Staff during the course of GO business, activities and events, including but not limited to, office environment, competitions, practices, tournaments, training camps, travel, and any meetings.
5. This Policy also applies to conduct of Individuals and Staff that may occur outside of GO business and events when such conduct adversely affects relationships within GO and its work and sport environment and is detrimental to the image and reputation of GO.
6. An Individual who violates this Policy may be subject to sanctions pursuant to GO's *Discipline and Complaints Policy*. In addition, an Individual who violates this Policy during a Tournament/Event may be ejected from the Tournament/Event and the Individual may be subject to any additional discipline as set out in GO's *Tournament/Event Guideline* which is attached as Appendix “A” to this Policy.

7. Staff found to have engaged in an act of misconduct against any other employee, worker, contractor, member, customer, supplier, client or other third party, or at any GO event, will be subject to appropriate disciplinary action subject to the terms of GO's *Human Resources Policy*, the employee's Employment Agreement (if applicable) or the *Board of Directors Code of Conduct* (if applicable).

Responsibilities

8. All Individuals and Staff have a responsibility to:

- a) Maintain and enhance the dignity and self-esteem of GO Members and other Individuals by:
 - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, color, 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 and members;
 - iii. Consistently demonstrating the spirit of sportsmanship, sports leadership and ethical conduct;
 - iv. Acting, when appropriate, to prevent or correct practices that are unjustly discriminatory;
 - v. Consistently treating individuals fairly and reasonably;
 - vi. Adhering to the Rules of Golf and to the spirit of those rules.
- b) 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:
 - 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;
 - iii. Unwelcome remarks, jokes, comments, innuendos or taunts;
 - iv. Leering or other suggestive or obscene gestures;
 - v. Condescending or patronizing behavior which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
 - vi. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;
 - vii. Any form of hazing;
 - viii. 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 Retaliation or threats of retaliation against an individual who reports harassment.
- c) Refrain from any behavior 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. Types of behavior 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. Unwanted physical contact including touching, petting, pinching or kissing;
 - vii. Persistent unwanted contact;
 - viii. Sexual assault.

- d) Refrain from any behavior that constitutes **violence**, where violence is defined as the exercise of physical force, that causes or could cause physical injury; an attempt to exercise physical force that could cause physical injury; or a statement or behavior that is reasonable to interpret as a threat to exercise physical force. Types of behavior that constitute violence include, but are not limited to:
 - i. Verbal threats to attack;
 - ii. Sending to or leaving threatening notes or emails;
 - iii. Making threatening physical gestures;
 - iv. Wielding a weapon;
 - v. Hitting, kicking, pinching or unwanted touching which is not accidental;
 - vi. Throwing of an object;
 - vii. Blocking normal movement or physical interference, with or without the use of equipment;
 - viii. Any attempt to engage in the type of conduct outlined above.
 - e) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
 - f) Refrain from consuming alcohol, marijuana or tobacco products in a manner inconsistent with the guidelines set out in Appendix "A" while participating in GO tournaments or events.
 - g) Respect the property of others and not willfully cause damage.
 - h) Abstain from the use of performance-enhancing drugs or methods.
 - i) Comply at all times with the Constitution, Bylaws, policies, rules and regulations of GO, as adopted and amended from time to time.
 - j) Adhere to all Federal, Provincial, Municipal or host country laws.
9. Every athlete and other person participating in the sport shall reasonably cooperate with the Canadian Centre for Ethics in Sport (CCES) or another anti-doping organization investigating anti-doping rule violations and a failure to do so may be the basis for disciplinary action within the sport.
10. There will always be two screened individuals or staff with an athlete, especially a minor athlete, when in a potentially vulnerable situation. Any one-on-one interaction between an individual or staff and an athlete must take place within earshot and view of the second individual or staff, with the exception of medical emergencies. One of the individuals or staff must also be of the same gender as the athlete. Should there be a circumstance where a second screened individual or staff is not available, a known parent or adult can be recruited. This rule serves to protect minor athletes in potentially vulnerable situations by ensuring that more than one adult is present. Vulnerable situations can include closed door meetings, travel, and training environments amongst others.
11. All Individuals and Staff are expected to promptly report to an appropriate person any behavior of which they become aware that may constitute a material breach of this Policy, or any behavior relating to the conduct of GO business or at a GO event or tournament which may contravene the law. This includes situations where such a breach or contravention is suspected, provided the Individual has reasonable grounds to believe such suspicion is true. The appropriate person to whom such behavior should be reported may include tournament or event officials (in the case of violations of the Rules of Golf or behavior occurring at or in relation to a GO tournament or event), senior staff of the GO (in the case of GO employees or consultants), the GO president or Board members (in the case of GO senior staff or Board members), or law enforcement (in the case of criminal activity).

Coaches

12. 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:**

- a) 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;
- b) 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;
- c) 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;
- d) 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 problems;
- e) Provide Athletes (and the parents/guardians) with the information necessary to be involved in the decisions that affect the Athlete;
- f) Act in the best interest of the Athlete's development as a whole person;
- g) Support the coaching staff of a training camp, provincial team, or national team, should an Athlete qualify for participation with one of these programs;
- h) Dress professionally, neatly and inoffensively.

13. Coaches will not:

- a) Exceed the authority of their assigned position;
- b) Provide Athletes with, or promote, encourage or condone the use by Athletes, of illegal drugs, alcohol, marijuana or performance enhancing substances or methods;
- c) Engage in an intimate or sexual relationship with an Athlete who they are coaching or have recently stopped coaching, unless the relationship pre-dates the coaching relationship between the Coach and the Athlete.

Volunteers

14. Volunteers have additional responsibilities. Volunteers are a critical part of the organization and GO's success is directly related to volunteers carrying out their assigned responsibilities. **Volunteers will:**

- a) Act with honesty and integrity while carrying out any assigned responsibilities;
- b) Comply with both the letter and the spirit of any training or orientation provided by GO;
- c) Take responsibility for their actions and decisions;
- d) Follow reporting lines to facilitate the effective resolution of problems;
- e) Use inoffensive language;
- f) Dress professionally, neatly and inoffensively.

15. Volunteers will not:

- a) Exceed the authority of their assigned position;
- b) Encourage Players to consume illegal drugs, alcohol, marijuana or performance enhancing drugs and methods;

- c) Engage in an intimate or sexual relationship with a Player, unless the relationship pre-dates the contact between the Volunteer and the Player resulting from the Volunteer's involvement in a GO event or tournament.

Athletes

16. Athletes will (with the assistance of their parents or caregivers when necessary) have additional responsibilities to:

- a) Report any medical problems in a timely fashion, where such problems may limit the Athlete's ability to travel, train or compete, or in the case of a carded Athlete, interfere with the Athlete's ability to fulfil requirements under the Athlete Assistance Program;
- b) Participate to their best abilities and appear on time in all competitions, practices, training sessions, tryouts, tournaments, and events;
- c) Adhere to GO's rules and requirements regarding clothing and equipment;
- d) Act in a sportsmanlike manner;
- e) Act in accordance with GO policies and procedures, in particular this Code of Conduct, the *Tournament/Event Guidelines* attached as Appendix "A", as well as any additional rules outlined by coaches or managers;

17. Athletes will not:

- a) Attempt to enter a competition for which they are not eligible, by reason of age, classification or other reasons;
- b) Display appearances of violence, foul language, or gestures to other Players, officials, Coaches, or spectators;
- c) Ridicule a Player for making a mistake during a performance or practice;
- d) Consume illegal drugs, alcohol, marijuana or performance enhancing substances or methods while participating in GO competitions and events.

Board/Committee Members

18. Board/Committee Members will:

- a) Remember at all times that they represent GO;
- b) Function in the best interest of GO; not as a member of any other particular group or constituency;
- c) Act with honesty and integrity and conduct himself or herself in a manner consistent with the nature and responsibilities of GO business and the maintenance of confidence in GO;
- d) Ensure that the financial affairs of GO are conducted in a responsible and transparent manner with due regard for his or her fiduciary responsibilities;
- e) Conduct oneself openly, professionally, lawfully and in good faith in the best interests of GO;
- f) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward or fear of criticism;
- g) Respect the confidentiality appropriate to issues of a sensitive nature;
- h) Respect the decisions of the majority and resign if unable to do so;
- i) Commit the time to attend meetings and to be diligent in preparation for, and participation in, discussion at such meetings;
- j) Have a thorough knowledge and understanding of all GO governance documents;
- k) Conform to the bylaws and policies approved by GO, in particular this Code of Conduct as well as the commitments contained in the *Oath of Office and Confidentiality Agreement*.

Criminal Convictions

- 19.** The following Criminal Code convictions are fundamentally inconsistent with sport involvement. Any Individual's conviction for any of the following criminal offences will be deemed a breach of this Policy, and will be subject to disciplinary sanctions as determined by the Board of Directors:
- a) Any offences involving child pornography;
 - b) Any sexual offenses involving a minor;
 - c) Any offences of assault involving a minor;
 - d) Any offence of physical or psychological violence involving a minor; or
 - e) Any offence involving trafficking of illegal drugs or substances listed on the Canadian Anti-Doping Program's Prohibited List.

Right to Appeal

- 20.** Any GO disciplinary decision imposed as a result of a Code of Conduct infraction may be appealed in accordance with *GO's Dispute Resolution and Appeal Policy*.
- 21.** Exception – The decision to terminate the employment of a GO employee due to a breach of this Code of Conduct, or any other violation of the *GO's Human Resource Policy* and/or the Employee's Employment Agreement, is not subject to Appeal.

Review

- 22.** This Policy was approved by GO on December 14, 2018. It will be reviewed on an annual basis and may be amended, deleted or replaced by a resolution of the Board.

Communication

- 23.** Once the Policy is approved, it will immediately be communicated to those who will be responsible for its implementation and will be made available to those Individuals who will be affected.

APPENDIX "A"

TOURNAMENT / EVENT GUIDELINE

GO's goal is to have all of its tournaments recognized as the best Amateur Golf Tournaments in Ontario. In order to continue to make GO Tournaments an enjoyable experience for everyone, GO requires that all of the participants in its events adhere to certain standards set out in this Guideline.

Definitions

1. The following terms have these meanings in this Guideline:
 - a) "Amateur Player" means any Player who is not a professional golfer at the commencement of the relevant competition.
 - b) "GO Tournament or Event" means any golf tournament or other event that is sponsored by, organized by, or held under the authority of, GO.
 - c) "Golf Course" means the golf course at which a GO tournament or event is to be played, and includes any related practice or locker room areas.
 - d) "Golf Facility" means a facility at which a GO Tournament or Event is being held, and includes any related Golf Course, food service facility or other amenity associated with such a facility.
 - e) "Junior Player" means any Player who is under the age of 19 at the commencement of the relevant competition.
 - f) "Tournament Official" means any Volunteer, Individual or Staff participating in any way in the staging of a GO Tournament or Event.

Scope and Application

2. These Guidelines apply to all Players including Junior Players and Amateur Players and Tournament Officials and sets out the behavior they are expected to abide by while participating in GO Tournaments and Events (including practice rounds).

On the Course

3. While **on** the Golf Course during a GO Tournament or Event, **all Players**:
 - a) Will strictly adhere to the Rules of Golf;
 - b) Will refrain from using abusive or profane language;
 - c) Will refrain from displays of temper (such as throwing clubs);
 - d) Will complete all competitive rounds of golf, unless otherwise approved by the GO Tournament Committee;
 - e) Will adhere to the Dress Code during practice and competitive rounds;
 - f) Will demonstrate respect for Volunteers, spectators, Tournament Officials, the staff and members of the Golf Facility at which a GO Tournament or Event is being held, as well as their fellow Players;
 - g) Will not demonstrate any conduct not becoming of a GO Member, as outlined in the Code of Conduct.
4. **Tournament Officials** (Referee, Starter, Scorer or Timing Official) are expected to:
 - a) Present a clean, well-groomed appearance;
 - b) Avoid all physical contact with Players, including hugging Players, unless initiated by the Player;
 - c) Avoid any situation that might be construed as a conflict of interest i.e. a close relationship/friendship with specific Players;

- d) Deal with Players, Coaches and spectators (including parents or caregivers of Players) by showing respect, even in cases where this is not reciprocated. Heated exchanges, whatever the cause and under any amount of provocation are to be avoided at all costs. If disputes which seem likely to result in such exchanges cannot be avoided, every effort must be made to conduct such dialogue in private and the Tournament Director must be informed;
- e) Avoid public criticism of fellow Tournament Officials, Players, organizers, sponsors, or the host Golf Facility that may bring the game into disrepute.
- f) Be discreet. Comments relating to the competence, performance or behavior of fellow Tournament Officials should only be made to the Tournament Director, in private;
- g) Work in a spirit of cooperation with other Tournament Officials and not interfere in any way with their duties or responsibilities.

Off the Course

- 5. While **off** the Golf Course, **Players:**
 - a) Will not be associated with vandalism;
 - b) Will not demonstrate abusive behavior to any fellow Players, Tournament Officials, or members or staff of the Golf Course;
 - c) Will avoid any other conduct not becoming of a GO Member, as outlined in the Code of Conduct.
- 6. While **off** the Golf Course, all **Tournament Officials:**
 - a) Are expected to attend appropriate training sessions and clinics provided by GO.

Use of Tobacco, Electronic Nicotine Delivery Systems, Alcohol , Marijuana and Illicit Drugs

- 7. In order to ensure a safe and enjoyable environment at GO Tournaments/Events:
 - a) **Junior Players** will NOT use illicit drugs, tobacco, electronic nicotine delivery systems, marijuana or alcohol at a Golf Facility, whether **on or off** the Golf Course;
 - b) **Players Other Than Junior Players:**
 - i. Will NOT use illicit drugs, marijuana or alcohol **on** the Golf Course; and
 - ii. Will NOT use illicit drugs, marijuana or alcohol at a Golf Facility during times when play is suspended but anticipated to resume before nightfall.
 - iii. Will refrain from using tobacco, electronic nicotine delivery systems or marijuana products at a Golf Facility except in designated areas and subject to Golf Facility policy.
 - c) **Tournament Officials:**
 - i. Will NOT use illicit drugs, marijuana or alcohol at Junior competitions;
 - ii. Will refrain from using tobacco products or electronic nicotine delivery systems on the Golf Course except in designated areas.
 - iii. Will refrain from entering a Golf Facility under the influence of alcohol, marijuana or illicit drugs.

Dress Code

- 8. GO requires that proper attire be worn at all times while attending a Golf Facility for a GO tournament or event:
 - a) **Junior/Amateur Players** and **Tournament Officials** are required to abide by the dress code policy of the host Golf Facility, if any;
 - b) **Tournament Officials** are required to wear the uniform specified by GO while officiating;
 - c) **Attire Not Permitted:**

- i. Denim or jeans of any kind or colour, cut-offs, short shorts, tennis shorts, rigger/cargo pants or shorts (outside external pocket), tank tops, halter tops, mesh shirts, workout attire, spandex or fleece fabrics or graphic t-shirts.
- ii. Any other inappropriate attire determined by the Tournament Committee.

Policy Violations

9. In addition to penalties that may be imposed under the Rules of Golf, GO may impose one or more of the following Tournament/Event disciplinary actions based on the severity of the violation:
 - a) Letter of warning to any Tournament Official or Player and/or the parents of a Junior Player;
 - b) Disqualification from the Tournament/Event at which the violation occurred;
 - c) Disqualification from future GO tournaments/events for which a Player is otherwise eligible;
 - d) Rejection of a Player's selection for GO teams;
 - e) Suspension of GO membership, either for a specific period of time or indefinitely. **Any Player whose membership is under suspension will not be considered for post-season rankings, exemptions for future events, or selection for teams representing GO.**

Right of Appeal

10. All Tournament/Event disciplinary actions except the issuance of a letter of warning are subject to appeal in accordance with GO's Dispute Resolution and Appeal Policy.