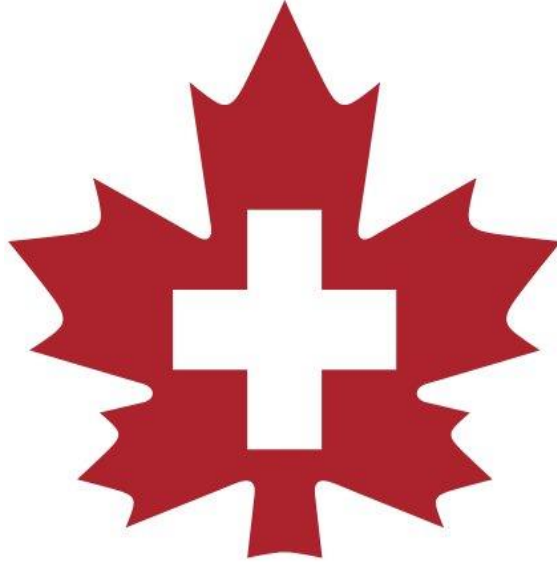


Canadian Ski Patrol
Code of Conduct Policy
(Version Control Number)



Canadian Ski Patrol

Code of Conduct Policy

Number

Work-in-Progress Version 1.0 – *Proposed Draft March 2016*

In Force Date – *to be determined*

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01 History

- 01.01 First publication
The policy was first established in xxxx.
- 01.02 Version
This version was approved on *month, date, year*. See Motion Reference xxxx.
This version replaces all previous versions of the national Code of Conduct.

02 Objective

- 02.01 Objective
The objective is to maintain a national Code of Conduct.

03 Definitions

- 03.01 Canadian Ski Patrol
The Canadian Ski Patrol is the charitable organization established under **The Not for Profit Act of Canada** and which operates a national office located at 4531 Southclark Place, Ottawa, Ontario.
- 03.02 Conduct
Conduct is the presentation, appearance, behaviour, and spoken and written word in whatever form, that establishes and upholds the integrity and esteem of the Canadian Ski Patrol. Conduct is also the expectation and requirement of acting in accordance with the Code of Ethics.
- 03.03 Code of Conduct
The Code of Conduct is a set of procedures and other operational rules of behaviour that establishes and upholds the integrity and esteem of the Canadian Ski Patrol including but not limited to presentation and deportment of members, Officers, staff, contractors and service providers. The Code of Conduct is based on the moral principles of the Code of Ethics.
- 03.04 Code of Ethics
The Code of Ethics is the statement of core moral principles of honesty, truthfulness, fairness, respect and accountability.

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- 03.05 National office
The national office of the Canadian Ski Patrol is located at 4531 Southclark Place, Ottawa, Ontario and includes executive, senior and contractors and other employees.
- 03.06 Manual
The manual of the Canadian Ski Patrol is the current publication, whether published singly or severally, that includes first aid, administrative and operational requirements, guidelines, practices and expectations of the Canadian Ski Patrol.
- 03.07 Members
Members are persons who have registered and who are in compliance with the various requirements of the Canadian Ski Patrol as established from time to time.

04 Applicability

- 04.01 Applicability
This policy is applicable to all members and Officers of the Canadian Ski Patrol. The policy applies all staff of the Canadian Ski Patrol regardless of employment status. By virtue of membership, all persons make a commitment to the spirit and letter of the Code of Conduct. It is expectation that contractors and service providers will, in dealings with the Canadian Ski Patrol and others, act in good conduct.
- 04.02 Right to manage
This policy does not limit the rights of the Canadian Ski Patrol to manage staff as an employer. Performance reviews, work assignments and evaluation, and disciplinary measures taken by the Canadian Ski Patrol as an employer for any valid reason do not constitute a contravention of the Code of Conduct.
- 04.03 Publication
This version is published in the Regulations, Article 1 – Governance Oversight, Section 1 – Membership; Part 1.1.4 – Code of Conduct.

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- 04.04 **Greater clarity**
For greater clarity, in addition to this Code of Conduct, Members, Officers, staff, contractors and service providers to the Canadian Ski Patrol are required to comply with applicable federal and provincial legislation and applicable standards of professional practice.
- 04.05 **Access**
This policy shall be made available to any member, Officer, staff, contractor or service provider during the normal business hours of the Canadian Ski Patrol.

05 Interpretation

- 05.01 **Interpretation**
The operational interpretation of this policy is the responsibility of a member of the National Management Committee appointed at the pleasure of the Board of Directors.
- 05.02 **Not inconsistent**
This policy shall not be interpreted in a manner that is inconsistent with federal and provincial legislation and applicable standards of professional practice.
- 05.03 **Paramount**
In the event of a conflict with a French translation of this policy, the English version is paramount.
- 05.04 **Contravention**
A contravention of the Code of Conduct may result in suspension or revocation of membership, dismissal from employment or cancellation of contracts and service agreements.

06 Ownership

- 06.01 **Ownership**
The Board of Directors is deemed to be the owner of this policy. No change may be made to any part of this policy without the approval of the Board of Directors. No change may be deemed to be applicable until published in this document.

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- 06.02 Authoritative version notwithstanding previous version
This policy shall be the authoritative version notwithstanding the publication of a previous version. In the event of a change to this policy, versions published in the Regulation and manual are deemed to have been replaced by the new version as of the date of change to this policy.
- 06.03 Maintained
This policy is kept current by the national office of the Canadian Ski Patrol.

07 Purpose

- 07.01 Purpose
The purpose of this policy is to establish the expectation and requirement of acting in accordance with the Code of Conduct.
- 07.02 Foundational document
The Code of Conduct is founded on the Code of Ethics.

08 Implementation

- 08.01 Implementation
This policy is established and published in the Regulation and manual of the Canadian Ski Patrol.
- 08.02 Obligation to uphold
All members in positions of authority, Officers and staff of the Canadian Ski Patrol have, at all times, the responsibility and obligation to uphold and demonstrate leadership by acting in accordance with the Code of Conduct.

09 Responsibility

- 09.01 Responsibility
It is the responsibility and obligation of all members, Officers and staff to ensure their words and deeds establish and uphold the integrity and esteem of the Canadian Ski Patrol. It is expectation that contractors and service providers will, in dealings with the Canadian Ski Patrol and others, act in good conduct.

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- 09.02 More specific
It is the responsibility and obligation of all members, Officers and staff to comply with the spirit and letter of the Code of Conduct and the Code of Ethics.
- 09.03 Other
It is the responsibility and obligation of all members, Officers and staff to comply with the bylaw, regulations, policies, practices and procedures of the Canadian Ski Patrol.
- 09.04 Scrutiny
It is the responsibility and obligation of all members, Officers and staff to conduct themselves in a manner that will withstand public scrutiny and establish and uphold the integrity and esteem of the Canadian Ski Patrol. For the purpose of this policy, public scrutiny is deemed to include behaviour, appearance and deportment, verbal and written communication including but not limited to publications, electronic broadcasts and social media that may be viewed by the public.

10 Code of Conduct

- 10.01 A regular member shall:
- 10.02 Ensure that his or her personal appearance is consistent with all aspects of a professional image and deportment including a uniform that is current, clean, approved and appropriate to the season and activity;
- 10.03 Conduct himself or herself in word and deed in a manner that establishes and upholds the integrity and esteem of the Canadian Ski Patrol at all times;
- 10.04 When qualified to do so, wear the approved uniform when on duty or other sanctioned occasions and shall, at all times when in uniform, wear a first aid kit that is in compliance with Section 4.5.2 and other administrative standards;
- 10.05 When on duty, perform such duty according to, and to the full extent of, the current policies, Regulations and other standards of the Canadian Ski Patrol;
- 10.06 When on duty, not exceed in conduct or word, the current policies, Regulations and other standards of the Canadian Ski Patrol;

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- 10.07 Not, under any circumstances, consume alcoholic beverages or other intoxicant while on duty or while in uniform;
- 10.08 Accept or engage in activities that may distract from or interfere with his or her duties except as may be directed or with permission of the Patrol Leader, and
- 10.09 Except in private to an appropriate Officer of the Canadian Ski Patrol, publicly express disagreement or criticize another member, a local Patrol, a local area or the Canadian Ski Patrol.

11 Conflict of Interest

- 11.01 All members
All members shall declare conflicts of interest as required by the Conflict of Interest policy.

END OF DOCUMENT