



CODE OF CONDUCT

ALL MEMBERS

MEMBERS CODE OF CONDUCT

PAGE CONTENTS

- I. Definitions
- II. Purpose of the Code of Conduct
- III. Application of the Code of Conduct
- IV. Interpretation
- V. Integrity
- VI. Independence
- VII. Objectivity and Impartiality
 - A. Conduct generally
 - B. Conduct of KSBA Proceedings
 - C. Bias and conflict of interest
- VIII. Equality and Respect
- IX. Expertise and Competence
- X. Collegiality
- XI. Confidentiality and Public Comment
- XII. Obligations after ceasing to be a Member
- XIII. Consequences

I. DEFINITIONS

- I. **KSBA** – (*Kamloops Skateboard Association*)
- II. **KSBA Tribunal Proceeding** – (*Anything related to mediation, complaints, decisions, order, or direction by members of KSBA*)
- III. **KSBA Board** - (*Board of Directors of the Kamloops Skateboard Association*)
- IV. **KSBA member** – (*Any member in the Kamloops Skateboard Association*)

I. PURPOSE OF THE CODE OF CONDUCT

The purpose of the Code of Conduct is to promote the highest standards of conduct by members of the **KSBA**, in order to maintain and enhance public confidence in the integrity, independence, impartiality, and effectiveness of the **KSBA**.

II. APPLICATION OF THE CODE OF CONDUCT

1. **KSBA** members are required to comply with the Code of Conduct.
2. The Code of Conduct governs members' conduct from the commencement to the completion of their annual membership, and outlines their continuing responsibilities after the completion of their membership.

III. INTERPRETATION

3. The Code of Conduct is to be read together with the **KSBA**'s: By-laws, policies, and practice directions.
4. The Code of Conduct is to be read together with the adopted Policies and Regulations of Canada Skateboard.
5. In the Code of Conduct, a **KSBA proceeding** includes all aspects of a complaint proceeding, , mediations, and making any decision, order, or direction in respect of a complaint.

IV. INTEGRITY

6. Members must act with honesty, integrity and high ethical standards.
7. Members must conduct themselves personally and professionally in a manner consistent with the nature of their roles as members and the maintenance of public confidence in the administration of justice.
8. Members must not engage in conduct that exploits their position as a member of the **KSBA**.
9. Members must not use information which is not generally available to the public, and which the member has obtained through their **KSBA** responsibilities, to obtain a personal benefit or a benefit for a person with whom the member has a relationship or association.

V. INDEPENDENCE

10. Members must conduct **KSBA proceedings** independently and free of extraneous influence.
11. Members must firmly reject any attempt to influence their decisions in any matter before the **KSBA proceedings** outside of the proper process of the **KSBA**.
12. Members must make each decision according to the true merits of the case, on the basis of evidence presented. Members must apply the evidence in good faith and to the best of their ability. Members must approach decision-making with a mind that is genuinely open with respect to every issue, and open to persuasion by convincing evidence and argument.
13. Members must avoid doing or saying anything that would cause a reasonable, well-informed individual to think otherwise.
14. Members must not be influenced by partisan interest, public opinion, fear of criticism, or the prospect of disapproval from any person, institution, or community.

VI. OBJECTIVITY AND IMPARTIALITY

A. Conduct Generally

15. Members must act, personally and professionally, so as to avoid the appearance of bias.
16. Members may engage with another association, carry on a business, receive remuneration from public funds for activities outside **KSBA**, or engage in volunteer activities [**KSBA member**] provided that:
 - a. The **KSBA member** notifies the **KSBA Board** of outside relations to any business being conducted in the name of **KSBA**.
 - b. Arranges their **KSBA member** affiliation so as to minimize the likelihood of conflicts arising that may affect their neutrality or give rise to an allegation of bias;
 - c. The **KSBA member** does not:
 - i. Interfere with the outside policies as a member of the **KSBA**; Bring the **KSBA** into disrepute; (*the state of being held in low esteem by the public.*)
 - ii. Appear to be on behalf of the **KSBA** or to represent **KSBA** opinion or policy unless written in our member policies or given permission by the **KSBA Board**;
 - iii. Involve **KSBA** for use of personal gain.
 - iv. Result in an advantage or the appearance of an advantage to another person as a result of the **KSBA member**'s appointment as a member of the **KSBA**; or
 - v. Result in payment while the member is using the name **KSBA** unless authorized by the **KSBA Board**.
17. Members must not offer assistance or provide legal, consulting or other services in relation to a matter before the **KSBA** or that could come before the **KSBA**, other than the assistance given in

the ordinary course of **KSBA** policies, whether the assistance or services are provided for remuneration or otherwise.

18. A member must not accept money, awards, or gifts from persons who may be or who have been affected by a **KSBA** decision. A member shall normally be allowed to accept a gift offered as an honorarium for a speaking engagement. If there is any doubt regarding the propriety of accepting a gift, the member should consult with the **KSBA Board**.
19. Members are free to engage in political activities so long as they are able to maintain their impartiality and the perception of impartiality in relation to the **KSBA** policies. Members political activities must be clearly separated from activities related to their role as members.
20. Members using social media must ensure that they do so in a manner that minimizes concerns about their neutrality.

B. Conduct of KSBA Proceedings

21. Members must maintain their objectivity and impartiality in the conduct of all **KSBA** roles, and must refrain from conducting themselves in a manner that might suggest a lack of objectivity or impartiality.

C. Bias and Conflict of interest

22. A reasonable apprehension of bias exists when a reasonable, well-informed person, viewing the matter realistically and practically, and having thought the matter through, would conclude that it is more likely than not that the member, whether consciously or unconsciously, would not decide fairly.
23. Where it has been determined that a reasonable apprehension of bias or conflict of interest may exist, the **KSBA Board** must deal with the complaint. (See section XIII Consequences)

VII. EQUALITY AND RESPECT

27. Members must treat all members with courtesy and respect and in a manner that builds trust and confidence in the **KSBA**.
28. Members should make every effort to ensure that all members and their representatives treat each other with courtesy and respect.
29. Members must carry out their roles with appropriate consideration for all persons without discrimination and in a manner that furthers the purposes of **KSBA** policy.
30. Members should disassociate themselves from and disapprove of clearly irrelevant comments that subject to the member's direction which are sexist, racist, or otherwise demonstrate discrimination.
31. Harassment is defined as unwelcome conduct or comments, either directly against an individual in the **KSBA** or made in a general manner that contributes to an environment that is hostile or lacking respect or dignity.

Examples of harassment include:

*-Insulting, intimidating, demeaning, annoying, embarrassing or otherwise offensive behavior;
-Inappropriate or unwelcome focus or comments on a person's physical characteristics or appearance; bullying and cyberbullying;
-Isolation and shunning, gossip, rumors, negative blogging, insults, name-calling;
-Physical contact and; any other harassment that affects an individual's dignity or psychological or physical on Harassment, Discrimination and Violence*

32. Violence: Violence is defined as the attempted or actual exercise of physical force against an individual that could cause discomfort, pain or injury. The definition also includes threats to exercise physical force and domestic violence that might occur.

Examples of violence include:

*-Hitting, punching, slapping, poking or other means of unwanted physical contact or assault
-Challenging an individual to fight
-Engaging in unwelcome horseplay
-Threatening an individual verbally or in writing
- Stalking or intimidating Mechanisms for reporting infraction*

33. Sexual Harassment: Sexual harassment is defined as engaging in unwelcome sexual solicitation, conversation or advances against an individual or made in a general manner and any resulting grant or denial of benefits to an individual of any gender as a result of the response to the solicitation, conversation or advance

Examples of sexual harassment include:

- Unwelcome sexual advances;
- Requests for sexual favors;
- Verbal or physical conduct of a sexual nature including sexual jokes, graphic spoken commentary about a person's body, derogatory or degrading remarks, leering, whistling, unwanted physical contact, or assault;
- Inquiries or comments about an individual's sex life; and
- displaying sexually offensive material

IX. EXPERTISE AND COMPETENCE

34. Members should be expert and current with the relevant **KSBA** bylaws, regulations and policies.
35. Members should take reasonable steps to maintain and enhance their knowledge and skills necessary to fulfill their roles as a member, including participating in members meetings and **KSBA** training and professional development sessions.
36. Members must take reasonable steps to ensure that roles are concluded in a timely manner, avoiding unnecessary delays.
37. Members should strive to release decisions as soon as possible after the completion of a hearing to meet applicable timelines, policies and standards.
38. Members should be fully prepared for a meeting and ensure that meetings are conducted in an orderly manner, in accordance with applicable rules.
39. Members must maintain the integrity of **KSBA** meetings.
40. Members should ensure that decisions are prepared in accordance with **KSBA** policies and guidelines.
41. When exercising their independent decision-making authority, members must recognize the value of consistency in the **KSBA**'s decisions. If a member departs from another **KSBA** decision, the member should provide reasons for doing so.

X. COLLEGIALITY

42. Members must foster a collegial environment and conduct themselves in a manner that reinforces the integrity and professionalism of the **KSBA**.
43. Members must conduct themselves in a manner that demonstrates respect for the views and opinions of other members.

XI. CONFIDENTIALITY AND PUBLIC COMMENT

44. Members must respect the confidentiality of the **KSBA**'s decision-making processes. Except as required by law, a member must not divulge confidential information obtained in the course of their roles, other than information, which is generally available to the public.
45. Members must not comment publicly on any aspect of a matter that is before the **KSBA** or is likely to come before the **KSBA**, or on another member's conduct.
46. Members must not comment publicly on a decision of the **KSBA**. This does not preclude a member from giving a neutral description of a decision for educational purposes.
47. Members must refer all inquiries from the media to the **KSBA** board.
48. Members may only represent the **KSBA** in their activities outside the **KSBA** when specifically authorized by the **KSBA** board to do so.

XII. OBLIGATIONS AFTER CEASING TO BE A MEMBER

49. A member must not appear before the **KSBA** as a representative, until the later of six months after:
 1. the member's term of appointment to the **KSBA** has terminated, or
 2. the release of any outstanding decisions for which the member was responsible.
50. After the conclusion of their involvement, a member has a continuing obligation to maintain the confidentiality of confidential information, which had been obtained in the course of their duties as a member.

XIII. CONSEQUENCES

51. The **KSBA Board** will make whatever inquiries or investigations in that the board determines necessary to determine if a member has breached the Code of Conduct. The **KSBA Board** may report the results and any steps consequently taken to the person who brought the issue to the board's attention, if the **KSBA Board** determines it is appropriate to do so.
52. If the **KSBA Board** considers that a member may have breached the Code of Conduct, the **KSBA Board** will notify the member whose conduct is in issue and give the member an opportunity to respond, both to the allegation and to any steps proposed to address a breach.
53. If the **KSBA Board** determines that a member has breached the Code of Conduct, the **KSBA Board** will determine what steps are to be taken, taking into account all relevant factors, including whether the breach occurred in good faith or through inadvertence. Steps may range from providing the member with a letter of expectation, to recommending to the appointing authority that the member not be reappointed for another renewal of membership or, in the most egregious circumstance, that the membership be rescinded.

(April 1, 2024)
