

CADS National Code of Conduct Policy

Policy Title	Code of Conduct Policy
Responsible Executive	Chair, CADS National HR & Policy Committee
Responsible Office	CADS National HR & Policy Committee
Approved By	CADS National Board of Directors
Contact	Executive Director, Christian Hrab
Effective Date	September 1, 2020
Last Update	Version 4.0 – June 27, 2023
Next Review	August 2025

Document Author	James Dicks
Title	President, CADS National Capital Division Member National CADS HR & Policy Committee

Version History:			
Date	Document Version	Document Revision History	Document Author/Reviser
October 15, 2019	1.0	Initial draft	James Dicks
October 20, 2019	1.1	Initial revisions, added content	James Dicks
August 8, 2020	1.2	Amended per comments from BoD and Division Representatives	Deb Blimkie, Reviser
August 14, 2020	1.3	Incorporated updates, as agreed upon by National HR & Policy Committee	J. John Stone, Reviser
August 10, 2021 and Sept 9, 2021	2.0	Reviewed draft, added Executive Summary, and recommended Policy Committee have CADS Board approve the policy.	James Dicks
October 18, 2021	3.0	Incorporated changes to support Safe Sport Documentation	Deb Blimkie
June 27, 2023	4.0	General Review	Deb Blimkie

Approvals:			
Date	Document Version	Approver Name and Title	Approver Signature
21-07-2020	1.1	JOHN STONE	

The web-based document is the controlled version.

The Responsible Executive will publish revisions to this document on the CADS National Website www.cads.ski and may simultaneously distribute alerts via email notification to concerned parties.

Copies or extracts of this documentation, which you may download from the CADS National website, are uncontrolled copies and may not reflect current, approved content. You are responsible to ensure that you are accessing the latest revision.

Table of Contents

Executive Summary	3
1. Policy Statement	3
2. Definitions	5
3. Objectives of this Code of Conduct Policy	5
4. Scope and Application of this Code of Conduct Policy	6
5. Examples of Behavior	7
6. Responsibilities	8
7. Complaints about Conduct / Behavior	9
8. Confidentiality	10
9. Adherence	10
10. Policy Review and Approval	11
11. Acknowledgement and Agreement	12

Executive Summary

The Code of Conduct clearly sets out the expectations of appropriate behavior at all times while conducting CADS affairs. It references CADS policies that contain processes to address situations where there is an alleged and or confirmed breach of the Code of Conduct.

The Code is intended to ensure that all CADS members, employees and contractors clearly understand expectations and descriptions of acceptable and unacceptable behavior while providing a safe, fun, and inclusive sport environment in which all Individuals involved are treated with dignity and respect.

All CADS members (students, athletes, caregivers, family members, certified instructors, coaches, volunteers, employees, administrators, and others) and contractors agree to undertake their CADS affairs in accordance with all policies and procedures relating to the organizations' Code of Conduct. These including but not limited to:

- Safe Sport Framework
- [Harassment Policy](#),
- [Complaints, Investigations, and Resolution Policy](#), and
- [CADS National Criminal Record Check and Vulnerable Sector Check Policy](#).

If you are aware of or suspect misconduct or maltreatment please take action.

CADS has zero tolerance for misconduct, maltreatment and treats all complaints very seriously. All formal complaints alleging misconduct or maltreatment must be filed according to the processes set out in CADS Complaints, Investigations Resolution and Discipline Policy. The CADS National Executive Director shall respond to all complaints pursuant to that policy.

Section 11 sets out the summary version of this Code of Conduct that is included in CADS Snowline Registration and Program Administration system. As a prerequisite to registration all members must confirm they understand and comply with the Code of Conduct.

1. Policy Statement

CADS is committed to providing a safe, fun, and inclusive sport environment wherein everyone involved is treated with dignity and respect. Everyone has the right to participate and work in an environment that promotes equal opportunities and prohibits irresponsible conduct. All CADS members are expected to;

- Be ambassadors and role models for adaptive snowsports,
- Display CADS image, values and brand,
- Conduct themselves and their CADS affairs in compliance with CADS values, CADS policies and this Code of Conduct,
- Be knowledgeable of their role,
- Maintain awareness of circumstances around them while conducting their CADS affairs on and off the hill, and
- Be committed to improve outcomes for other members.

Irresponsible and inappropriate behavior can result in severe damage to CADS brand, reputation and integrity. More importantly, it can be harmful to other members. Such behavior could lead to suspension and dismissal from CADS.

For the purpose of this policy, the definition of Prohibited grounds of discrimination is taken from the Canadian Human Rights Act and is as follows:

“the prohibited grounds of discrimination are race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability and conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered.

This Code of Conduct is developed to enable CADS members to achieve personal conduct consistent with their role in the organization. At all times while conducting CADS affairs, CADS members must behave respectfully, professionally, and in a manner appropriate for their role in the organization; recognizing the importance of acting as both;

- representatives of CADS National Sports Organization, its Provincial Sports Organization Divisions, and its local Programs, and
- positive role models to the general public on and off the hill

1.1 CADS adopted this Code of Conduct Policy to make it clear that irresponsible behavior will not be tolerated. Members found to have engaged in conduct constituting irresponsible behavior may be disciplined and/or suspended to the full extent of CADS policies and the law.

1.2 CADS is committed to the education of and providing information to members in all roles including parents/guardians of youth members regarding this Code of Conduct.

- 1.3 This Code of Conduct applies to all employees, directors, officers, administrators, certified instructors, volunteers, coaches, students, athletes, caregivers, family members, officials, etc. who are members of CADS or working for CADS..
- 1.4 For the purposes of this policy proper or irresponsible behavior could occur in the following places:
 - 1.4.1 at sporting events, competitions, and training sessions;
 - 1.4.2 at the office;
 - 1.4.3 at sport-related social functions;
 - 1.4.4 at business functions of CADS and its member Divisions and clubs, such as meetings, conferences, training sessions and workshops;
 - 1.4.5 during sport-related travel;
 - 1.4.6 through any form of communication device/system including but not limited to telephone, email, fax, websites, postal service; and
 - 1.4.7 any formal or informal location where the alleged irresponsible behavior of a person is a result of their sport related involvement.

2. Definitions

- 2.1 *CADS*: Refers to the organization known as Canadian Adaptive Snowsports. The acronym is used for brevity.
- 2.2 *CADS Member*: Any person registered with CADS as a student, athlete, caregiver, family member, volunteer, certified instructor, coach, and or who is employed or contracted/subcontracted with the organization.
- 2.3 *Complainant*: A person who experiences, or alleges to have experienced, irresponsible behavior
- 2.4 *Respondent*: A person against whom a complaint alleging irresponsible behavior is made.

3. Objectives of this Code of Conduct Policy

- 3.1 Ensure CADS members clearly understand behavioral expectations necessary to conduct a safe, fun and positive sport environment;
- 3.2 Make CADS members aware that appropriate behavior expected always is consistent with CADS vision, mission, values, policies, By-Laws, rules, regulations and this Code of Conduct;

- 3.3 Confirm that behavior which is alleged to be in breach of this Code of Conduct may be subject to processes pursuant to CADS Complaints Investigations Resolution and Discipline Policy;
- 3.4 Establish CADS as an organization in which all members, employees and volunteers can reasonably expect to participate in a sport environment free of irresponsible behavior; and,
- 3.5 Create an awareness of the nature and types of acceptable behavior to undertake and unacceptable behavior to avoid.
- 3.6 Direct Members to the CADS Complaints Investigations Resolution and Discipline Policy which sets out processes for filing, receiving, investigating, resolving and following up on claims of alleged breaches.

4. Scope and Application of this Code of Conduct Policy

- 4.1 This Code of Conduct applies to all CADS members for CADS activities of any kind, to complaints about behavior, and discipline matters that may arise from within the CADS' environment.
- 4.2 It applies whether the individual alleged of a breach was a registered CADS member and or was an employee or contractor with the organization.
- 4.3 It applies to the conduct of CADS members that occurs outside of CADS activities when such conduct adversely affects relationships with other members, relationships within the sport environment, or when it is detrimental to CADS brand, image, and reputation. Such applicability will be determined by CADS National at its sole discretion.
- 4.4 The behavior of persons serving on the CADS National Board, on the CADS National Committees and or employees of CADS is additionally governed by CADS national human resources policies and employment agreements. Any employee's or contractor's conduct that is found to be in violation of these policies will be subject to appropriate discipline subject to CADS National human resources policies

Note: Above and beyond this Code of Conduct, Certified Instructors and Accredited Coaches shall adhere to Codes of Conduct of their certifying and or accrediting organizations.

5. Examples of Behavior

Integrity;

5.1. How we treat one another;

- Must act honestly and lawfully
- Must respect others and their property and do not willfully cause damage
- Must treat all members with respect, honesty, integrity, and dignity at all times regardless of body type, physical or cognitive characteristics, athletic ability, gender, ethnic origin, nationality, race, sexual orientation, age, marital status, religion, physical and or cognitive challenges, political beliefs, or economic status.
- Must avoid abusive, derogatory, harassing, threatening, condescending, patronizing and disrespectful behavior of any kind
- Must abstain from inappropriate sexual behavior with other members. Zero Tolerance. It is never appropriate for an adult to have a sexual relationship with a minor. Care must be taken to respect that CADS leaders hold power over participants. CADS instructors, coaches and volunteers should avoid sexual relationships and romantic involvement with students and athletes.

5.2 How we treat our athletes;

- Consistently demonstrate adaptive Snowsports leadership and maintain highest standards of personal ethical conduct to honor sport and project a positive image for CADS and adaptive Snowsports
- Provide feedback in a sensitive caring manner, focusing comments, discussions, and support appropriately and positively

5.3 Health, Safety and Security;

- Be safe always and implement the CADS Duty of Care
- Adhere to the Alpine Responsibility Code
- Wear safety related attire as required such as helmets
- Must avoid compromising safety or liability; including any activity that jeopardizes safety of yourself or anyone else on the hill
- Must avoid discrimination, violence, harassment, bullying, hazing, or victimization
- Do not use illicit drugs at all when participating in CADS affiliated activities
- Must avoid inappropriate use of alcohol at events hosted within CADS
- Refrain from associating with anyone, for the purposes of conducting your CADS matters, who has incurred an anti-doping rule violation and is serving imposed sanctions.
- Do not knowingly or reasonably knowingly commit criminal acts

- 5.4 Compliance with Policies, Laws and Regulations;
- Must adhere to all CADS By-Laws, policies, procedures, rules of the CADS program or event in which you are involved and the resort where you are participating.
- 5.5 Confidentiality / Privacy / Information Security;
- Must treat all information appropriately
 - Must ensure personal information about members, associates, affiliates and any other persons associating with CADS is maintained confidentially
- 5.6 Intellectual Property;
- Protect CADS intellectual property;
- 5.7 Conflicts of Interest;
- Proactively and promptly disclose any actual or perceived conflict of interest and immediately upon it becoming known.
 - Must refrain from personal activity, relationship or business involvement that interferes or appears to interfere with CADS capacity to fulfill its vision, mission, and responsibilities.
 - Must disclose potential conflicts of interests such as but not limited to;
 - o involvement in the ski and snowboard industry,
 - o personal investments, transactions, employment, and other interest outside the organization that may limit your involvement in CADS (for example personal employment may limit what a person can do within the organization such as approaching corporations for large sponsorships and fund development),
 - o involvement on or with boards of directors within and outside of CADS in order to avoid real or perceived conflict of interest
 - Work with the CADS National Office to ensure appropriate action to mitigate any actual conflicts of interest.
 - Do not accept payments, gifts, entertainment, hospitality or travel from any member of the organization or anyone outside it for providing your services within CADS.

6. Responsibilities

- 6.1 Members, employees, and contractors of CADS are jointly responsible to free their sport/working environment of irresponsible behavior by:

6.1.1 taking assertive action should they feel that irresponsible behavior has taken place, and

6.1.2 Fostering an environment free of irresponsible behavior by working to prevent it whether there is a complaint or not. Failure to take appropriate corrective action may be interpreted as supporting the prohibited behavior.

The CADS Board of Directors is responsible to

- 6.1.3 Develop, implement and update this Code of Conduct Policy,
- 6.1.4 Provide guidance and responses to questions regarding CADS Code of Conduct Policy; and
- 6.1.5 Identify and designate one or more Officer(s) on their Board to ensure this Code of Conduct policy is implemented and updated as necessary.

6.2 CADS will act quickly on any complaint regarding this Code of Conduct pursuant to their Complaints, Investigations, Resolution and Discipline Policy with the goal of resolving the situation fairly and of preventing future occurrences, including determining and enforcing appropriate discipline, if required.

7. Complaints about Conduct / Behavior

- 7.1 CADS members, employees, contractors and representatives who behave inappropriately may be subject to disciplinary action.
- 7.2 CADS members are encouraged to attempt to informally resolve issues around unwelcome behavior among themselves before resorting to formal measures. This strategy is suggested for less harmful allegations.
- 7.3 The person(s) alleging the complaint (Complainant) is encouraged to make it known to the person(s) alleged of irresponsible behavior (Respondent) that the behavior is unwelcome, offensive, and/or contrary to CADS policy.
- 7.4 Notwithstanding the above, anyone may report a complaint regarding behavior of a CADS member. This includes but is not limited to;
 - 7.4.1 a member of the public,
 - 7.4.2 any CADS member, client. or their representative, over or under the age of 18,
 - 7.4.3 a parent of a CADS member under the age of 18,
 - 7.4.4 any individual CADS member associated with or representing another CADS member,
 - 7.4.5 an employee or contractor of CADS, and or

7.4.6 a representative of a facility hosting a CADS program or event

7.5 All formal complaints alleging irresponsible behavior, or a breach of this Code of Conduct Policy must be filed according to the processes set out in CADS Complaints, Investigations Resolution and Discipline Policy. The CADS President, Board or National Director shall respond to all complaints pursuant to that policy.

8. Confidentiality

8.1 CADS understands that it can be extremely difficult to come forward with a complaint of irresponsible behavior and that it can be devastating to be wrongly convicted of it. CADS recognizes the interests of both the complainant and the respondent in keeping the matter confidential.

8.2 CADS and its representatives shall not disclose to outside parties the name of the complainant, the circumstances giving rise to the name of the respondent unless such disclosure is required by a disciplinary or other remedial process.

8.3 All records of complaints, including contents of meetings, interviews, results of investigations and other relevant material will be kept confidential by CADS except where disclosure is required by a disciplinary or other remedial process or where required to disclose by statute.

8.4 In all reported instances, a prompt, thorough, fair investigation will take place considering protecting the rights and dignity of all people involved.

8.5 The regular procedures associated with privacy and confidentiality will always be observed, including the sealing of all documents upon the conclusion of the investigation.

9. Adherence

All CADS members must sign to confirm that they have read, understand and consent to comply with this Code of Conduct Policy. Those who do not sign on will not be members, employees or contractors of CADS. This is not appealable.

Signing-on could be either part of the annual registration for CADS or done through a separate process at the CADS Division or Program levels.

10. Policy Review and Approval

- 10.1 This policy was approved by CADS Board of Directors *Month / Day / Year* and adopted by the membership at the Annual General Meeting of *Month / Day / Year*.
- 10.2 This policy should be reviewed by the CADS HR & Policy Committee and senior staff from time to time to ensure it remains current.

11. Acknowledgement and Agreement

For the purposes of acknowledgement and attestation of intent to comply with the CADS Code of Conduct, the following Attachment will form a component of the Snowline Registration process.

CADS Code of Conduct - Short version

Note: The full content of this CADS Code of Conduct Policy remains in force and is accessible at [\(link to document on www.CADS.ski website\)](#).

* * *

Canadian Adaptive Snowsports (CADS) is committed to providing an environment where all individuals are treated with respect and dignity. All activities should reflect CADS Values of Fun, Inclusion and Respect.

For the purpose of this policy, the definition of Prohibited grounds of discrimination is taken from the Canadian Human Rights Act and is as follows:

“the prohibited grounds of discrimination are race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability and conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered.

I agree to follow the CADS Code of Conduct which promotes equal opportunities and prohibits discriminatory practices.

As a participant in any CADS related activity, including administrative and social events and programs, I will:

1. Seek to Do No Harm. Safety is always the priority of all CADS participants.
2. Respect the strengths and diversity of all participants and seek to bring out the best in everyone.
3. Demonstrate respect and inclusion to individuals, regardless of body type, physical characteristics, athletic ability, race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, or disability.

4. Refrain from all harassment (and false allegations of harassment) including but not limited to:

 bullying, hazing, sexual innuendo, humiliating or racist or sexist comments.
5. Refrain from consuming alcohol, marijuana, tobacco products, or banned substances while participating in CADS programs or events and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with CADS events.
6. Use social media responsibly, modeling appropriate behaviour that is expected of representatives of CADS.
7. Respect the property of others and not willfully cause damage.
8. Respect local laws.
9. Report any alleged infractions of this code of conduct.
10. Respect all participant information as confidential. Such information shall not be disclosed to any person without the consent of the participant and their parents or guardians, except where required by law or in the event of an emergency.
11. Commit to uphold the risk management standards of your club, host clubs and snow resorts, and governing organizations.

I acknowledge that I have read and understand the CADS National Code of Conduct. I agree to adhere to this CADS Code of Conduct. In addition, I will endeavor to ensure that other CADS members adhere to it. I fully understand that if I violate this Code of Conduct, I may face disciplinary action up to, and including, removal from CADS

Name

Date