



RECREATION & PARKS ASSOCIATION OF NUNAVUT

Policy Title: Code of Conduct and Ethics Policy	Policy No: 100.01
Approved: March 21st, 2013 Current version approved: Date of last review:	Pages: 4

PURPOSE

1. The purpose of this Code of Conduct and Ethics is to ensure a safe and positive environment within the Recreation & Parks Association of Nunavut programs, activities and events, by making all individuals aware that there is an expectation of appropriate behavior, consistent with the values of the Recreation & Parks Association of Nunavut, at all times.
2. Recreation & Parks Association of Nunavut is committed to providing an environment in which all individuals are treated with respect. Further, the Recreation & Parks Association of Nunavut supports equal opportunity and prohibits discriminatory practices. Members of Recreation & Parks Association of Nunavut are expected to conduct themselves at all times in a manner consistent with the values of the Recreation & Parks Association of Nunavut that include fairness, integrity and honesty, inclusion, healthy living, fun and respect.
3. Conduct that violates this Code of Conduct and Ethics may be subject to sanctions pursuant to this Policy, and may be further dealt with under Recreation & Parks Association of Nunavut's Discipline and Complaints Policy.

FIELD OF APPLICATION

4. This policy applies to all employees, directors, volunteers, program participants and members of Recreation & Parks Association of Nunavut while engaged in the activities of the organization.

DEFINITIONS

5. The following terms have these meanings in this Policy:
 - a. "*Individuals*" – All categories of membership defined in the Recreation & Parks Association of Nunavut Bylaws, as well as all individuals engaged in activities with Recreation & Parks Association of Nunavut, including but not limited to volunteers, directors, committee members, program participants and administrators.
 - b. "*Social Media*" – Various activities that integrate technology, social interaction and content creation via platforms which include, but are not limited to, blogs, wikis, photo and video sharing, podcasts, social networking and virtual worlds.

PRINCIPLES

6. Recreation & Parks Association of Nunavut is committed to providing a safe and healthy environment, which is characterized by excellence, fairness, integrity, open communication, and respect.



RECREATION & PARKS ASSOCIATION OF NUNAVUT

7. Recreation & Parks Association of Nunavut believes these values and ideals should guide all our communications and actions, and that such conduct is in the best interest of all who participate in activities hosted by our Association.

POLICY STATEMENT

8. RPAN members will at all times conduct themselves in a manner that reflects the highest standard of behaviour arising within the business, activities or events of RPAN.

PROVISIONS

9. Recreation & Parks Association of Nunavut will enforce these codes of conduct and members of RPAN who do not meet these standards of behaviour will be subject to the penalties or sanctions identified within the Disciplinary Policy.
10. Members shall act in a responsible manner that not only is but is perceived to be ethical while conducting the business of the Association.

SCOPE AND APPLICATION

11. This policy applies to the Individuals defined above, relating to conduct that that may arise during the course of Recreation & Parks Association of Nunavut business, activities and events, including but not limited to travel and any meetings of Recreation & Parks Association of Nunavut committee or Board of Director meetings.
12. This policy may apply to conduct that occurs outside of Recreation & Parks Association of Nunavut business and events when such conduct adversely affects relationships within Recreation & Parks Association of Nunavut and its work and environment and is detrimental to the image and reputation of the organization.

RESPONSIBILITY

All Individuals have a responsibility to:

13. Maintain and enhance the dignity and self-esteem of Individuals and other people 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 Board members, volunteers, employees and members;
 - iii. Acting, when appropriate, to prevent or correct practices that are unjustly discriminatory;
 - iv. Consistently treating individuals fairly and reasonably;



RECREATION & PARKS ASSOCIATION OF NUNAVUT

14. 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. Unwanted physical contact including touching, petting, pinching or kissing;
 - ix. Unwelcome sexual flirtations, advances, requests or invitations;
 - x. Physical or sexual assault;
 - xi. 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
 - xii. Retaliation or threats of retaliation against an individual who reports harassment.
15. 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. Persistent unwanted contact;
 - vii. Sexual assault.
16. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
17. Refrain from consuming alcohol or tobacco products while participating in Recreation & Parks Association of Nunavut programs or events. In the case of adults, avoid consuming alcohol in situations where minors are present, and take reasonable steps to manage the responsible consumption of alcoholic beverages in adult-oriented social situations associated with Recreation & Parks Association of Nunavut events.
18. Comply at all times with the Constitution, Bylaws, policies, rules and regulations of Recreation & Parks Association of Nunavut, as adopted and amended from time to time.
19. Adhere to all Federal, Territorial, Municipal or host country laws.



RECREATION & PARKS ASSOCIATION OF NUNAVUT

Social Media

20. Only connect and communicate with others through Social Media in a positive manner.
21. Ensure comments may not be interpreted as slurs, demeaning or inflammatory, etc.
22. Comply with applicable privacy, confidentiality and intellectual property laws.
23. Refrain from the use of Social Media for the purposes of fraud and/or impersonation.
24. Refrain from uploading, posting, emailing or otherwise transmitting:
 - a. Any content that is offensive, obscene, unlawful, threatening, abusive, harassing, defamatory, hateful, invasive of another's privacy or otherwise objectionable.
 - b. Material which is designed to cause annoyance, inconvenience, or needless anxiety to others;
 - c. Infringes the patent, trademark, trade secret, copyright or other proprietary right of any other party;
 - d. Any unsolicited or unauthorized advertising or commercial material, "junk mail", "spam", "chain letter", "pyramid scheme" or any other form of solicitation.
 - e. Any material that contains software viruses or any other computer code, file or program designed to interrupt, destroy or limit the functionality of any computer software or telecommunications equipment.

REVIEW AND APPROVAL

The Recreation & Parks Association of Nunavut Board of Directors and Executive Director shall review this policy biennially.

- I. This policy was approved by the Recreation & Parks Association of Nunavut Board of Directors on the XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- II. Date of last review:
- III. Original Policy Lead: Dawn L. Currie