



Approved By: Board of Directors

Effective Date: Apr, 2010

Updated: Jun, 2012

## Alberta Alpine Ski Association

### **POLICY TITLE**

#### 2.1 Business Code of Conduct

### **POLICY STATEMENT**

This Code of Business Conduct sets the ethical, legal and moral ways in which the Alberta Alpine Ski Association conducts its business and affairs both internally and externally. It sets the standards of acceptable behaviour for the employees of the association.

### **POLICY**

#### **Mission, Vision and Values**

Please refer to the post on the Alberta Alpine website for our mission, vision and values.

[http://albertaalpine.ca/files/policies/1.3\\_values\\_vision\\_mission\\_and\\_goals.pdf](http://albertaalpine.ca/files/policies/1.3_values_vision_mission_and_goals.pdf)

#### **Compliance with Law and Regulation**

All employees of the association must agree to abide by all federal, provincial and territorial laws. All regulations put in place by Alpine Canada Alpin (ACA) and the International Ski Federation (FIS) and Canadian Ski Coaching Federation (CSCF) for the support and organization of competitive ski racing events will be adhered to.

#### **Conflicts of Interest**

Because of the nature of ski racing being a family sport, many families have many members involved in various aspects of the sport (athletes, coaches, volunteers, officials, staff etc). It is important for association employees to recognize this may cause a conflict of interest.

#### **Duty of Care**

All employees of the organization are required to act in a reasonable and responsible manner in regards to the rights of others.

#### **Discrimination and Harassment**

Discrimination and/or harassment of any kind will NOT be tolerated at Alberta Alpine Ski Association. The complete organization harassment policy can be found at:

[http://albertaalpine.ca/files/policies/2\\_7\\_Harassment\\_Policy.pdf](http://albertaalpine.ca/files/policies/2_7_Harassment_Policy.pdf)

#### **Health and Safety**

Due to the dangerous nature of competitive ski racing, the association encourages those employees working outside of the office environment to take all appropriate safety precautions when working on-hill. This includes the use of proper safety equipment such as helmets, and following the Alpine Responsibility Code (<http://www.cwsaa.org/policy/alpine-responsibility-code.html>).



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In addition, those employees who are responsible for the well-being of other individuals under the Duty of Care rule must ensure they take the time to instruct those in their care of specific safety concerns and precautions, as well as to ensure those in their care have the proper safety equipment that is in good working order.

### **Records Retention and Financial Controls**

In accordance with applicable law and regulation the association will retain all records (a piece of information) in an appropriate manner. Detailed information on records retention and financial controls can be found in the Records Retention Policy.

[http://albertaalpine.ca/files/policies/2.11\\_records\\_retention.pdf](http://albertaalpine.ca/files/policies/2.11_records_retention.pdf)

### **Confidentiality and Privacy**

The association values protecting the privacy and confidentiality of employee's personal information and has developed a policy to ensure that protection. For Alberta Alpine Ski Association's complete privacy policy please visit:

[http://albertaalpine.ca/files/policies/2.10\\_privacy.pdf](http://albertaalpine.ca/files/policies/2.10_privacy.pdf)

### **Use of Company Assets**

The association provides its employees with a variety of company assets to use while conducting business of the organization. Company assets must be maintained on a regular basis and must be returned to the organization upon demand or termination. Company assets may include, but are not limited to: laptop or desktop computers, cellular phones, Husky Commercial gas cards, corporate credit cards, fleet vehicles, and office keys.

Employees who are granted the use of an association vehicle must provide a current copy of their driver's license as well as a current driver's abstract to the organization.

### **Reporting Illegal or Unethical Behaviour**

All employees are expected to report illegal behaviour to the police immediately.

Reports and complaints on unethical or illegal conduct in a competitive setting must be made in writing to the President of the association. Full details on reporting a complaint in regards to a breach of the Athlete Code of Conduct or the disciplining of an athlete can be found in the organization's dispute resolution policy at:

[http://albertaalpine.ca/files/policies/2\\_5\\_dispute\\_resolution.pdf](http://albertaalpine.ca/files/policies/2_5_dispute_resolution.pdf)

Employees are also expected to report any concerns regarding accounting or audit matters to their immediate supervisor, or to the chief financial officer of the organization. Under the association's Whistleblower and Harassment policies those employees reporting accounting/auditing concerns are protected from harassment or retaliation. Complete details on the whistleblower process can be found in the association's Whistleblower Policy.

[http://albertaalpine.ca/files/policies/2.13\\_whistle\\_blower.pdf](http://albertaalpine.ca/files/policies/2.13_whistle_blower.pdf)



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To the extent we are legally compelled to personal information may be disclosed to public authorities in such cases where illegal behaviour is being reported without consent of the individual who's information is being disclosed when deemed reasonable by the association and when danger or damage to life or property is imminent or occurring and disclosing the information will minimize or avoid the danger or damage.

### **Procedure**

Self monitoring of adherence to the code is necessary. Any deviations recognized by colleagues or any party of Alberta Alpine may report this to the President. The President will action as necessary to ensure compliance with the Code of Conduct.

### **Scope**

This Code of Business Conduct applies to all employees, contractors and volunteers (including board members) of the Alberta Alpine Ski Association.

### **Related Policies**

- Harassment Policy
- Privacy Policy
- Records Retention Policy
- Dispute Resolution Policy
- Whistle Blower Policy