



Code of Ethics

Owner Division/Department: OPERATIONS

Effective Date: July 26, 2021

Last Reviewed: July 26, 2021

Table of Contents

<i>Introduction and Summary</i>	3
<i>Scope</i>	3
<i>Guiding Principles</i>	4
<i>Your Commitment</i>	5
<i>Complying with the Code of Ethics</i>	12
Your Responsibilities	12
How to Report Concerns and/or Violations of this Code	12
Investigation and resolution process.....	13
Decisions / Disciplinary Action.....	13
Appeal Process.....	14
Confidentiality	16
Protection from Retaliation	16
Acting in Good Faith.....	16
Failure to Comply.....	16
Annual Awareness Education and Attestation Campaign	16
<i>Exceptions</i>	17
<i>Governance / Oversight</i>	17
<i>Questions/ Contact Information</i>	17
<i>Definitions</i>	18
<i>Related Documents</i>	22

Introduction and Summary

The purpose of Skate Canada's Code of Ethics (the "Code") is to outline the organization's expectations and guiding principles, at all times, of all individuals of appropriate decision making and behaviour within the Skate Canada community. The Code is our roadmap to maintaining the safety and well-being of all individuals to whom this Code applies within the Skate Canada community.

At Skate Canada, we are committed to our vision, mission and core values. We never allow our ethics or integrity to be compromised by our desire to succeed, regardless of the circumstances of our organization.

Our mission is to be a leader in the delivery of skating programs and have a continuing legacy of champions. It is a mission that sets the bar high, as too does this Code. As we continue to progress and execute against our organizational goals and the opportunities that lie ahead to meet this mission, we must also hold firm to our high standards for ethics.

Scope

This Code applies to all individuals during the business, activities, and events of Skate Canada, including but not limited to, competitions, events, practices, training camps, travel, the workplace environment, and meetings.

This Code may also apply to conduct that occurs outside of Skate Canada business, activities and events when such conduct:

- adversely affects relationships within Skate Canada (and its work and sport environment)
- is detrimental to the image and reputation of Skate Canada
- is sufficiently serious and significant as to be of general importance to skating and/or of general importance to the overall ability of Skate Canada to discharge its objectives

Note: The applicability of the individual's conduct outside of Skate Canada's business, activities, and events will be determined by Skate Canada at its sole discretion.

This Code enables the implementation of the Code of Ethics Appeal Procedure (Procedure), designed to set out the framework governing the appeal process.

This Code is to be read in conjunction with the National Safe Sport Program, the Misconduct Reporting and Resolution Policy, General Disputes and Resolution Policy, Incidents of Injury Reporting and Management Policy, Concussion Policy, Anti-Doping Policy, and the Equity, Diversity, and Inclusion and all related documents under each of these policies.

For employees, this Code is to be read in conjunction with the Code of Conduct, Respectful Workplace Policy and procedure thereunder, and the Whistleblower Policy.

For directors of the Board, members of the standing committees of the Board, and members of operating committees, this Code is to be read in conjunction with the Code of Conduct and the Whistleblower Policy.

Guiding Principles

Skate Canada's vision, mission and values form the guiding principles and the building blocks on which this Code rests. Living up to them is an essential part of meeting our organizational strategic imperatives, maintaining our foundational elements, and safeguarding Skate Canada's integrity, reputation and ethical practices. All individuals subject to this Code are expected to uphold and commit to the highest standards of behavior to ensure the safety and well-being of all individuals, exemplified by conduct and written and oral communications, as outlined in the Code.

With respect to our Code of Ethics, these are some of the key ethical principles that guide our actions throughout this Code:

Act and behave with integrity

Integrity is the bedrock principles of our behaviour. It is through integrity that all individuals subject to this Code earn trust. Every individual is clear on the values of Skate Canada and will keep our commitments – to each other and to all of our stakeholders. Every individual will act with good judgment and avoid even the appearance of impropriety.

Treat others with respect, dignity and fairness

Every individual will treat one another with respect, fairness and dignity. Every individual will value equity, diversity and inclusion, and show due consideration for each other's opinions, perspectives, and uniqueness.

Supporting a safe environment

The safety and well-being of all individuals in the Skate Canada community is imperative. It is everyone's collective responsibility to comply with all Safe Sport policies, procedures, education requirements, and program delivery standards and protocols in support of a safe and zero-tolerance environment that is free from all forms of misconduct (which includes maltreatment) abuse of authority, bullying and/or abusive behaviour, harassment and discrimination.

Take Accountability

Every individual will bring their full energy, attention and commitment to their jobs/positions, skating, coaching, officiating, etc. Every individual is accountable for their actions. No individual will deliberately mislead or deceive. Every individual will seek clarification when uncertain and raise concerns when they suspect wrongdoing or a safety concern. All individuals to whom this Code applies have a responsibility to notify the organization immediately of any violation or suspected violation of the Codes. No individual shall retaliate against an individual who has reported an incident in good faith.

Commitment to Excellence

In performing their duties/function, each individual will pursue excellence and strive for continuous improvement.

Good judgment

Every individual will think before they act. When gauging appropriateness of an activity or practice, each individual will be guided by their common sense and sound judgment.

Your Commitment

All individuals to whom this Policy applies have a responsibility to:

1. Conduct themselves in a manner that is of the highest standards, follows Skate Canada's mission, vision, core values and policies and behave accordingly by:
 - a. Treating all people with respect, dignity, and fairness;
 - b. Promoting and demonstrating a spirit of fair play, sport leadership and ethical conduct;
 - c. Acting on the belief that an individual as a person is more important than their success or my success;

- d. Acting professionally during all interactions in and surrounding Skate Canada activities;
- e. Using positive discipline that includes setting fair rules, listening, problem-solving, encouraging, and being a good example. Never using harmful methods such as but not limited to hitting, name-calling, yelling, or using insults, intimidation, or rejection;
- f. Taking all reasonable steps to secure personal and confidential information and to not disclose such information, in accordance with the Skate Canada Privacy Policy, Privacy Code, and the Employee Privacy Policy;
- g. Avoiding the perception or appearance of a conflict of interest, as well as an actual or potential conflict of interest and not allowing myself to be influenced in or placing myself in a way or situation that could be or conceived to be a conflict with the interest of the organization or the organization's reputation;
- h. Promptly disclosing any conflict of interest;
- i. Abstaining from making or influencing decisions that could be or perceived to be a conflict of interest;
- j. Conducting activities with ethical standards, fairness, and impartiality and not acting or engaging in behaviour that is intended to improperly influence or manipulate the outcome of decision (such as but not limited to, in the case of skating, a competition, test assessment; or in the case of the workplace, a hiring decision or vendor selection);
- k. Always acting in a kind, courteous and judicious manner and never engaging in any exploitative, abusive or corrupt behaviour;
- l. Using electronic communications (e.g., social media and messaging platforms – see definitions for full details) responsibly, modelling appropriate behaviour that is expected of all individuals of Skate Canada. Examples include, but are not limited to:
 - i. Ensure comments may not be interpreted as slurs, demeaning or inflammatory, etc.;
 - ii. Comply with all privacy, confidentiality and intellectual property laws and in accordance with Skate Canada Privacy Code;
 - iii. Refrain from uploading, posting, emailing, or otherwise transmitting any content that is offensive, obscene, unlawful, threatening, abusive, harassing, discriminatory, embarrassing, intimidating, sexually explicit, bullying, defamatory, hateful, racist, sexist, invasive of another's privacy or otherwise objectionable / inappropriate;
- m. Supporting an equitable, diverse and inclusive sport for all, regardless of race, ancestry, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender

identity, gender expression, age, marital status, family status, disability or any other ground of discrimination prohibited by human rights legislation;

- n. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory;
- o. Agreeing to follow the ISU's Code of Ethics at all hosted and non-hosted ISU events and commit to reading all amendments and updates at the time of registration and throughout the year as published by Skate Canada;
- p. Agreeing to advocate, respect and practice the principles of the Skate Canada National Safe Sport Program, including return to skate protocols in the case of injury or concussion;
- q. Agreeing to follow the Government of Canada's Canadian Sport Policy and the Universal Code of Conduct to Prevent and Address Maltreatment in Sport and commit to reading all amendments and updates at the time of registration and throughout the year as published by Skate Canada; and
Agreeing to understand and follow all applicable laws, industry codes and Skate Canada policies and commit to reading all amendments and updates at the time of registration and throughout the year referred to within this Code as published by Skate Canada.

2. Not participate in, condone, or engage in activities that are dishonest, fraudulent, deceitful, misrepresentative, abusive or illegal/criminal; nor activities that disrespect human rights or that risk the reputation of Skate Canada by:

- a. Adhering to all federal, provincial, municipal, and host country laws;
- b. Notifying Skate Canada if I face any new related criminal charges, ongoing criminal investigations, convictions, or bail conditions;
- c. Not using my power or authority in an attempt to coerce another person to engage in sexual activity or to participate in unethical and/or criminal activities;
- d. Not in any way behaving sexually with children or youth. This includes but is not limited to the use of sexual jokes, language, and/or names; participation in sexual touching and/or exploitation; the use of, reference to, or participation in pornography;
- e. Not participating in any form of misconduct, including acts, conduct and/or behaviours that result in or have the potential to result in physical or psychological harm, which for the purposes of the National Safe Sport Program includes: maltreatment (behaviours, acts and/or conduct of abuse including physical, psychological, and sexual; neglect; grooming; and interference or manipulation with the processes related to the implementation of the National Safe Sport Program, including retaliation, aiding and abetting, failure to report maltreatment of a minor, failure to report inappropriate conduct, and

intentionally filing a false allegation), abuse of authority, bullying, harassment, and discrimination, all as defined within the National Safe Sport Program;

- f. Not in any way behaving in a manner that constitutes sexual harassment. This includes but is not limited to sexually oriented comments, conduct, gestures or touching that are unwelcome or offensive, that create an offensive, hostile or intimidating environment, or that can reasonably be expected to be harmful to the recipient, whether done in person or online (including but not limited to social media);
- g. Not participating in any form of inappropriate behavior in person or online (including but not limited to social media), including but not limited to aggressive or abusive behavior, abuse of authority, unfair treatment such as but not limited to, spreading of malicious rumors or gossip, or insulting others; unwanted physical contact; stalking; unwelcome and offensive comments/jokes or body language; publishing, circulating or displaying pornographic, racist, sexually suggestive or otherwise offensive material or pictures; persistent and unreasonable criticism; coercion, such as pressure to subscribe to a particular political or religious belief;
- h. Not using oral or written expressions and/or electronic communications (e.g., social media) to publicly criticize, disrespect or exploit others, specifically all individuals to whom this Policy applies;
- i. Not abusing or exploiting children or youth in any way and will immediately report to the appropriate authorities and Skate Canada (www.skate-safe.ca) if I see or suspect anyone else doing so;
- j. Not using, possessing, directly or indirectly participate or aid in using or promoting, in the workplace for employees and directors or at skating practice, training, camps, events, and competitions, including but not limited to National and International competitions for members, registrants, and athlete support personnel the use of
 - i. controlled or legal and illegal substances and drugs (including non-medicinal drugs and/or recreational drugs such as cannabis), except those in connection with a medical condition and an approved medical accommodation for employees or a Medical Exemption and/or Therapeutic use Exemption for athletes; and
 - ii. performance enhancing drugs;

For members, registrants and athlete support personnel, in particular, Skate Canada endorses and adopts the Canadian Anti-Doping Program (“CADP”) and the International Skating Union (“ISU”) Anti-Doping Rules and ISU Anti-Doping Procedures, which are compliant with the World Anti-Doping Agency (“WADA”) World Anti-Doping Code and the WADA International Standards and guidelines;

- k. Not consuming alcohol in the workplace (unless in an adult-oriented social situation associated with Skate Canada events) or for members and registrants during or at skating practice, training, camps, and National and International competitions; and
 - l. Not associating with any individual for the purpose of coaching, training, competition, instruction, administration, management, athletic development or supervision of the sport of skating, who has incurred an anti-doping rule violation and is serving a sanction imposed pursuant to the CADP, ISU and/or the Code and recognized by the CCES.
- 3. Not attempt to cover up or conceal any conduct of an individual that is, or may be, in breach of this Code and will report any concerns and/or violations
 - 4. Fully cooperate with investigations
 - 5. Fully support and adhere to the prohibition of retaliation against any individual who enact this Policy because they exercise their obligation to report a concern or issue

Board, Committee and Working Group Members and Employees

In addition to the commitment as outlined above for an individual, board/committee/working group members and employees will at all times:

- a. Remember that they represent Skate Canada
- b. Lead by example
- c. Act in the best interests of Skate Canada
- d. Act with honesty and integrity and conduct themselves in a manner that is consistent with the nature and responsibilities of Skate Canada's business and the maintenance of member confidence
- e. Conduct themselves openly, professionally, lawfully, and in good faith
- f. Respect the confidentiality appropriate to issues of a sensitive nature
- g. Conform to the Bylaws and policies approved by Skate Canada, in particular but not limited to, this Code, as well as the Code of Conduct, Privacy Policy, and Respectful Workplace Policy

Clubs, Skating Schools, and Sections

In addition to the commitment as outlined above for an individual, clubs, skating schools, and sections will at all times:

- a. Remember that they represent Skate Canada
- b. Act in the best interests of Skate Canada
- c. Act with honesty and integrity and conduct themselves in a manner that is consistent with the nature and responsibilities of Skate Canada's business and the maintenance of member confidence
- d. Conduct themselves openly, professional, lawfully, and in good faith
- e. Respect the confidentiality appropriate to issues of a sensitive nature
- f. Conform to the Bylaws and policies approved by Skate Canada, in particular, this Code, as well as the Privacy Code, and National Safe Sport Program and policies thereunder

Coaches

In addition to the commitment as outlined above for an individual, coaches have additional requirements. The skater-coach relationship is a privileged one and plays a critical role in the personal and athletic development of their athletes. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it.

Coaches will at all times:

- a. Remember that they represent Skate Canada
- b. Maintain the highest possible standards of professionalism and integrity, including but not limited to, such considerations and standards established by Skate Canada
- c. Ensure a safe, positive and healthy environment by selecting activities and establishing controls that are suitable for the age, experience, ability and fitness level of athletes
- d. Make decisions in the best interest of the skater/athlete
- e. Proactively address potentially harmful behaviour or an unsafe environment
- f. Under no circumstances provide, promote or condone the use of legal/illegal drugs or performance- enhancing substances
- g. Respect the coach/athlete relationship and not solicit the athlete/s of another coach
- h. At no time engage in an intimate or sexual relationship with an athlete of under the age of 18 years
- i. Accurately represent their technical, educational, certifications and professional credentials and resumé
- j. Exhibit important character traits of honesty, integrity, fairness, inclusiveness, reliability/dependability and cooperation when dealing with all participants in the sport so as to bring credit to the profession
- k. Act in accordance with Skate Canada's policies and procedures, in particular, this Code, as well as the Privacy Code, Anti-Doping Policy, and National Safe Sport Program and policies and procedures/protocols thereunder

Skaters/Athletes

In addition to the commitment as outlined above for an individual, skaters/athletes will have additional responsibilities to:

- a. Remember at all times that they represent Skate Canada
- b. Report any medical or fitness problems in a timely fashion, where such problems may limit the skater's/athlete's ability to travel, train or compete; or, in the case of carded skaters, interfere with the skater's/athlete's ability to fulfill requirements under the Athlete Assistance Program
- c. Properly represent themselves and not attempt to enter a competition for which they are not eligible, by reason of age, classification or other reasons
- d. Act in accordance with Skate Canada's policies and procedures, in particular, this Code, as well as the Privacy Code, Anti-Doping Policy, and National Safe Sport Program and policies thereunder

In addition to the commitments outlined herein for a skater/athlete, athlete's in the High-Performance Program are also held to the Athlete Agreement.

Officials

In addition to the commitment as outlined above for an individual, officials will have additional responsibilities to:

- a. Conduct all events according to the rules of Skate Canada
- b. Be fair and objective
- c. Avoid situations which a conflict of interest may arise
- d. Make independent judgments
- e. Address potentially harmful behaviour or an unsafe environment
- f. Act in accordance with Skate Canada's policies and procedures, in particular, this Code, as well as the Privacy Code, and National Safe Sport Program and policies thereunder

Parents/Guardians

In addition to the commitment as outlined above for an individual, Parents/Guardians of skaters will:

- a. Encourage athletes to play by the rules and to resolve conflicts without resorting to hostility or violence
- b. Never ridicule a participant for making a mistake during a performance or practice
- c. Provide positive comments that motivate and encourage participants continued effort
- d. Respect the decisions and judgments of officials, and encourage skaters/athletes to do the same
- e. Respect and show appreciation to all competitors, and to the coaches, officials and other volunteers who give their time to the sport

- f. Act in accordance with Skate Canada’s policies and procedures, in particular, this Code, as well as the Privacy Code, and National Safe Sport Program and policies thereunder

Complying with the Code of Ethics

Your Responsibilities

Every individual to whom this Code applies is responsible to safeguard the reputation of Skate Canada, including by complying with this Code.

How to Report Concerns and/or Violations of this Code

For those affiliated with the organization, reporting of concerns and/or violations of this Code are as follows:

For athletes/skaters, registrants, members, coaches, athlete support personnel, officials, parents/guardians, event volunteers, alumni, and inductees to the Skate Canada hall of fame, concerns and/or violations of this Code can be reported on a confidential basis as follows:

- Email: safesport@skatecanada.ca
- Telephone: 1-888-747-2372 ext.: 703

For officers, directors of the Board of Skate Canada, members of the standing committee of the Board, and members of the operating committee, and employees please refer to the Code of Conduct and the Whistleblower Policy for available reporting options of concerns and/or violations of this Code internally or through the independent, external Office of the Ombudsperson whistleblower program on a confidential or anonymous basis.

For third-party service providers, concerns can be reported to our independent, external Office of the Ombudsperson through our whistleblower program – either on a confidential or anonymous basis – by telephone, email or post, as follows:

- Online: www.integritycounts.ca/org/skatecanada
- Telephone: 1-866-921-6714
- Mail: P.O. Box 91880, West Vancouver, BC V7V 4S4, Canada

- Email: skatecanada@integritycounts.ca
- Fax: 1-604-926-5668

Investigation and resolution process

Upon receipt of a concern and/or violation of this Code, depending on the nature of the complaint and who received it, an evaluation of the severity of the concern will be performed to determine whether an internal or external investigation is required.

For athletes/skaters, registrants, members, coaches, athlete support personnel, officials, parents/guardians, event volunteers, alumni, and inductees to the Skate Canada hall of fame:

If the complaint is reported through the Safe Sport process, Skate Canada will ensure that all reports are promptly reviewed, followed up on and where appropriate, investigate accordingly and maintain oversight of the process to ensure appropriate and timely resolution.

For officers, directors of the Board of Skate Canada, members of the standing committee of the Board, members of the operating committee of Skate Canada, and employees:

If a complaint is made through the Office of the Ombudsperson whistleblower program, the independent external Ombudsperson will investigate accordingly and maintain oversight of the investigation to ensure appropriate and timely resolution.

Refer:

For complete details related to the whistleblower program, see the Whistleblower Policy and Code of Conduct.

For third-party service providers:

If a complaint is made through the Office of the Ombudsperson, the independent external Ombudsperson will investigate accordingly and maintain oversight of the investigation to ensure appropriate and timely resolution.

Decisions / Disciplinary Action

After reviewing the matter, a determination will be made regarding whether a violation of this Code and/or related Skate Canada policies and procedures has occurred, and if so,

the disciplinary action to be imposed. The disciplinary action imposed will be proportionate to, and reflective of, the nature and severity of the violation, and may involve one or more of a series of disciplinary measures, up to and including

- termination for officers, directors of the Board of Skate Canada, members of the standing committee of the Board, and/or members of the operating committee and employees
- suspension and/or expulsion for members and registrants

Appeal Process

For skaters, registrants, members, coaches, athlete support personnel, officials, parents/guardians, event volunteers, alumni, inductees to the Skate Canada hall of fame, and third-party service providers:

A decision of the CEO (for skaters, registrants, members, coaches, officials, parents/guardians, alumni, and/or inductees to the Skate Canada hall of fame) or the Ombudsperson (for third-party service providers) related to this Code may be appealed to the Board, only in accordance with Code of Ethics Appeal Procedure (Procedure), if and as applicable. Not all decisions may be appealed. Decisions may only be appealed on procedural grounds where it has been demonstrated that:

- a decision was made outside of the authority or jurisdiction, as set out in Skate Canada's governing documents
- procedures were not followed as laid out in the bylaws or approved policies of Skate Canada
- a decision was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the decision-maker is unable to consider other views, or that the decision was influenced by factors unrelated to the substance or merits of the decision
- discretion was exercised for an improper purpose
- a decision was made that was extreme and obviously unreasonable

The appeal process for Code of Ethics does not apply to the decisions relating to:

- The National Safe Sport Program policies and procedures, including Misconduct Reporting and Resolution and General Disputes Reporting and Resolution Policies and Procedures, Anti-Doping Policy, established by Skate Canada for which another appeal process already exists under these policies and procedures

- Skate Canada’s operational structure, staffing, employment, or allocation of volunteer committee opportunities and opportunities, or the allocation of coach appointments and the withdrawal or termination of such volunteer/coach appointments or opportunities
- Issues related to budgeting or budget implementation
- Disputes over the rules of skating or the rules of competition
 - Commercial matters for which another dispute resolution process exists under a contract or applicable law
 - Matters that are decided by the members of Skate Canada, such as approval and amendment of the Bylaws, and enactment, amendment or repeal of the rules of competition
 - Decisions or discipline arising within the business, activities, or events organized by entities other than Skate Canada (appeals of those decisions shall be dealt with under the policies of those other entities unless requested and accepted by Skate Canada at its sole discretion)
 - Criminal offences for which the Appellant is seeking a criminal conviction
 - Any decisions made under this Code
 - Any other decisions dealt with under a Skate Canada policy where there is an appeal process

The individual appealing the decision will bear the onus of proof in the appeal, and must demonstrate, on a balance of probabilities, that the decision-maker has made an error. In addition, the individual appealing the decision must have abided by the terms of the resolution process in all respects, including complying with the confidentiality restrictions as outlined in this Code, failing which the appeal may be denied.

The Board will review the written Notice of Appeal and, at its sole discretion, determine if there are sufficient grounds for appeal.

For officers, directors of the Board of Skate Canada, members of the standing committee of the Board, and members of the operating committee of Skate Canada, and employees:

A decision made by a manager, executive management or the President (as applicable based on their role and/or function), may be appealed to the independent external Ombudsperson in accordance with the Whistleblower Policy.

Refer:

For complete details related to the whistleblower program, see the Whistleblower Policy and the Code of Conduct.

Confidentiality

Suspected or known improprieties may be submitted on a confidential basis by the individual. Reports of such improprieties will be kept confidential to the extent possible, consistent with the need to conduct an adequate follow-up or investigation.

Protection from Retaliation

Skate Canada is committed to protecting individuals to whom this Code applies from any form of retaliation or reprisal for reporting in good faith, including to a governing authority, a possible violation of the Code.

Acting in Good Faith

Anyone reporting a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed is accurate. Any allegations that prove not to be substantiated and prove to have been made maliciously or intentionally false will be viewed as a serious disciplinary offense.

Failure to Comply

Failure of an individual to comply with the Code may result in disciplinary action, up to and including termination of employment, sanctions including expulsion or suspension from Skate Canada, including but not limited to the competition, event, etc., depending on your role or function within Skate Canada.

Annual Awareness Education and Attestation Campaign

It is your responsibility to be familiar with and understand the provisions of this Code, and related policies, procedures, codes and protocols. As part of the annual awareness campaign, all active employees, directors of the Board, members of standing committees of the Board, and members of operational committees of Skate Canada, coaches and officials are required as a condition of employment, their office or function, to complete awareness education and an attestation on an annual basis that they have complied with the obligations set out under the section entitled "Failure to Comply". Inactive employees on short-term or long-term disability or other leaves of absence are required to comply with the Code during their absence and will have previously attested to compliance with

the Code. In addition, athletes and designated athlete support personnel in the National Athlete Program are educated around the Athlete Agreement and Athlete Support Agreement, which includes the Code of Ethics.

Exceptions

As a general rule, there are no exceptions to this Code. Any special exceptions to this Code are made only under limited circumstances and only with the written approval of the CEO, with reporting on approved exceptions provided to the Board.

For the CEO, an officer, executive management and directors, any such waiver requires the express approval of the Board directly.

Governance / Oversight

The Board has oversight over this Code.

This Code is reviewed and approved at a minimum annually, or sooner if there are legislative or regulatory changes, as part of policy review and validation in accordance with the Policy Management Policy.

Questions/ Contact Information

For questions, please refer to the Senior Director, Operations

Definitions

Certain terms used herein may not be capitalized; however, for the purposes of this Policy, the following terms herein have the ascribed meanings as set forth below. In addition, all references to the singular include the plural and vice versa.

Refer: *For complete definitions, refer to the related policies and procedures*

athlete, as defined by Sport Canada, means an individual who is member or registrant of a sport organization subject to the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS)

athlete support personnel, as defined by CCES as part of the CADP, means a coach, trainer, manager, agent, team staff, official, medical, paramedical, parent or any other person working with, treating or assisting an athlete participating in or preparing for sports competition (see Skate Canada Anti-Doping Policy)

Board, pursuant to the Bylaws, means the board of directors of Skate Canada

Bylaws means the bylaws of Skate Canada as amended and which are, from time to time, in force and effect

CADP means the Canadian Anti-Doping Program, as revised from time to time, implemented and managed by the CCES

cannabis means a cannabis plant as defined in the Federal *Cannabis Act* and the Ontario *Cannabis Act*, as revised from time to time

CCES means the Canadian Centre for Ethics in Sports, which is an independent, national, not-for-profit organization. CCES is responsible for the implementation and management of the CADP

CEO means Chief Executive Officer of Skate Canada, a Board appointed position

club, pursuant to the Bylaws, means a not-for-profit organization that is operating for the general purpose of providing Skate Canada programs and is managed by a volunteer board of directors

coach, pursuant to the Bylaws, means a skating expert with the required National Coaching Certification Program qualifications to provide a remunerated service at Skate

Canada sanctioned clubs and skating schools, both on and off-ice. These individuals shall have registered, provided full payment and have met all professional coach registration requirements as set annually by Skate Canada

director, pursuant to the Bylaws, means a person elected or appointed to serve on the Board

electronic communication means communication using channels including but not limited to email, the Internet, the intranet, instant messaging, text messaging, facsimile, telephony (mobile/cellular, land/fixed line, etc.), voice communications, and social media

employee means a person who is hired by Skate Canada on a permanent full-time or short-term on-going basis, or on a temporary / contractual basis for a defined period of time. Employees may also include certain independent contractors/consultants who, while not technically employees within the meaning of applicable labour or tax laws, have been identified as being subject to this National Safe Sport Program

executive management of Skate Canada means the Senior Director, Marketing and Events, Senior Director, Operations, and the Senior Director, Performance Excellence, all of whom report directly to the CEO

individual means registrants, and persons employed by, affiliated with, or engaged in activities, events/competitions, and programs with and/or hosted by Skate Canada including, but not limited to, skaters, athletes, coaches, officials, parents and/or guardians, members, registrants, officers, directors, members of the standing committees of the Board, members of the operating committees and working groups of Skate Canada, employees, athlete support personnel, event volunteers, alumni, and inductees to the Skate Canada hall of fame and, for the purposes of this policy, sections of Skate Canada

International Standard(s) means the international standards and guidelines adopted by WADA in support of the Code, as revised from time to time.

IOC means the International Olympic Committee

ISU means the International Skating Union, which is the exclusive international sport federation recognized by the International Olympic Committee (IOC) administering sports in the branches of figure skating and speed skating throughout the world. The ISU is composed of a number of national associations called ISU Members, who administer ISU sports at the national level and recognize that all international matters are under the sole jurisdiction and control of the ISU. ISU is responsible for the ISU Anti-Doping Rules and ISU Anti-Doping Procedures (both as revised from time to time), as compiled in

accordance with the WADA Code, which apply to all skating activities over which the ISU has jurisdiction.

law means any applicable legislation, statutes, regulations, policies, rules and codes of conduct established by government, legal or regulatory authority, or by any self-regulated industry association by which Skate Canada is or has agreed to be bound

maltreatment, as defined in the UCCMS and as may be amended from time to time, means volitional acts that result in harm or the potential for physical or psychological harm, including but not limited to behaviours, acts and/or conduct of abuse including physical, psychological, and sexual; neglect; grooming; and interference or manipulation with the processes related to the implementation of the National Safe Sport Program, including retaliation, aiding and abetting, failure to report maltreatment of a minor, failure to report inappropriate conduct, and intentionally filing a false allegation

member, pursuant to the Bylaws, means each person that meets the requirements of any of the three Member classes as defined in Article 3 of the Bylaws and that has been duly admitted as a member of Skate Canada (which includes coaches, clubs, and skating clubs)

minor means a child under the age of majority and as defined in the province or territory of Canada, as may be amended from time to time. It is the responsibility of the adult to know the age of a minor

misconduct means acts, conduct and/or behaviours that result in or have the potential to result in physical or psychological harm, which for the purposes of the National Safe Sport Program includes: maltreatment (behaviours, acts and/or conduct of abuse including physical, psychological, and sexual; neglect; grooming; and interference or manipulation with the processes related to the implementation of the National Safe Sport Program, including retaliation, aiding and abetting, failure to report maltreatment of a minor, failure to report inappropriate conduct, and intentionally filing a false allegation), abuse of authority, bullying, harassment, and discrimination, all as defined within the National Safe Sport Program

officer means the President of Skate Canada and such other officers as the Board may determine by ordinary resolution

organization means Skate Canada, unless otherwise noted

President, pursuant to the Bylaws, means the chair of the Board and officer of Skate Canada

registrant, pursuant to the Bylaws, means (i) an individual who is registered by a club or skating school with Skate Canada and who is subject to all applicable rules, regulations and policies of Skate Canada but who is not a member; and (ii) an individual who is engaged in any activity provided, sponsored, supported, sanctioned or recognized by Skate Canada and registered directly with Skate Canada but who is not a member (which includes skaters, athletes and officials)

Safe Sport division is a division of the Operations department of Skate Canada, reporting to the Senior Director, Operations, through which an individual may report incidents of injury and general disputes to Skate Canada

section, pursuant to the Bylaws, means an organization incorporated or organized in a particular province or territory (and in some cases, a combination thereof) strategically aligned with Skate Canada, that may receive funds from provincial or territorial Governmental Authorities and be subject to applicable sport recognition programs and transfer payment arrangements. Each Section is held to the governance and operating requirements of their respective province and / or territory(ies) and is responsible for skating in their respective jurisdictions

skater, pursuant to the Bylaws, means (i) a person who is registered at a club or skating school with Skate Canada and who is subject to all applicable rules, regulations and policies of Skate Canada but who is not a member; and (ii) a person who is engaged in any activity provided, sponsored, supported, sanctioned or recognized by Skate Canada and registered directly with Skate Canada but who is not a member (skater includes an athlete as defined within this Policy)

skating school, pursuant to the Bylaws, means an organization other than a club that is operating for the general purpose of providing Skate Canada skating programs

social media means interactive digital-media technologies that facilitate the creation and sharing of information, ideas and other forms of expression via virtual communities and networks

third-party service provider means means a person or corporate entity having a business relationship of any kind with Skate Canada (such as but not limited to, suppliers, vendors, service providers, sponsors, partners, etc.)

UCCMS, means the “Universal Code of Conduct to Prevent and Address Maltreatment in Sport”, as revised from time to time, the core Sport Canada Core document which serves as the foundation for the development of a coordinated implementation strategy to prevent and address maltreatment across all levels of the Canadian sport system, and for all participants (including athletes, coaches, officials, administrators, practitioners, etc.)

WADA means the World Anti-Doping Agency (WADA) which is an international independent agency composed and funded equally by the sport movement and governments of the world. Its key activities include scientific research, education, development of anti-doping capacities, and monitoring of the World Anti-Doping Code (WADA Code) – the document harmonizing anti-doping policies in all sports and all countries – which includes the possible Anti-Doping Rule Violations (ADRV)

WADA Code means the WADA core document that provides the framework for anti-doping policies, rules, and regulations, as revised from time to time, within sport organizations and among public authorities, and is designed to harmonize anti-doping policies and ensure the standards are the same for all athletes

they, their, you, your means an individual to whom this Policy applies, unless noted otherwise

we, us, our means Skate Canada, unless noted otherwise

Related Documents

Legislation*:

- Canadian Criminal Code
- Canadian Charter of Rights and Freedoms
- Official Languages Act
- Ontario Human Rights Code
- Personal Information Protection and Electronic Documents Act (Canada)
- Rowan's law (Ontario), and other provincial/territorial legislation as may be applicable

Industry Codes/Policies*:

- Government of Canada / Sports Canada: ethics and safety in sport
- Canadian Anti-Doping Program
- Canadian Guideline on Concussion in Sport
- Canadian Olympic Committee Code to Address Maltreatment in Sport
- Canadian Olympic Committee Code of Ethics
- Canadian Sport Policy
- Canadian Policy Against Doping in Sport
- Coaching Association of Canada: Coaches Code of Ethics and the Responsible Coaching Movement

International Skating Union (“ISU”) Code of Ethics
ISU Anti-Doping Rules, ISU Anti-Doping Procedures
ISU Constitution and Regulations
ISU Medical Guide
National Coaching Certification Program Code of Ethics
Physical Activity and Sport Act (Canada)
Universal Code of Conduct to Prevent and Address Maltreatment in Sport (Canada)
World Anti-Doping Agency Code (“WADA”) and International Standards and guidelines

**Current and as may be amended from time to time*

Skate Canada

The Code of Ethics and the Code of Ethics Appeal Procedure are to be read in conjunction with the following policies, procedures, protocols and guides:

For Coaches, Officials, Skaters, Registrants, Members, Parents/Guardians, Alumni, and Inductees to the Hall of Fame:

Anti-Doping Policy, and appeal procedure thereunder
Athlete Agreement
Athlete Support Agreement ((for designated athlete support personnel)
Concussion Policy, and the Concussion Protocol
Equity, Diversity, and Inclusion Statement
General Dispute Reporting and Resolution Policy, and procedure thereunder
Safe Sport Handbook, including helmet use and anti-doping guidelines
Incidents of Injury Reporting and Management Policy, and procedure thereunder
Misconduct Reporting and Resolution Policy, and procedure thereunder
National Safe Sport Program
Privacy Code
Electronic Communications Standards of Conduct (together with the Electronic Communications Protocols)

For Employees, Directors of the Board, Board Committee Members, and Operating Committee Members (as applicable), in addition to the policies noted

**above under Coaches, Officials, Skaters, Registrants, Members,
Parents/Guardians, Alumni, and Inductees to the Skate Canada Hall of Fame:**

Audit Policy
Code of Conduct
Communication Policy
Employee Privacy Policy
Financial Controls Policy, and related procedures thereunder
Financial Planning and Budgeting, and related procedures thereunder
Information Technology Policy, and related procedure
Official Languages Policy
Occupational Health and Safety Policy
Policy Management Policy, and related procedures and supporting documents
Privacy Policy
Procurement policies, including Expression of Interest Policy and related procedures and supporting documents
Record Retention Policy
Respect in the Workplace Policy, and Workplace Violence and Harassment Prevention Program
Travel Expense Management Program
Whistleblower Policy