



Code of Conduct

Core Purpose of the Airdrie Minor Hockey Association – to provide fair opportunity for positive experiences through a safe and fun environment, with strong, progressive and quality programs for all members of the hockey community.

Who the Code applies to - This Code of Conduct policy is applicable to the Airdrie Minor Hockey Association (AMHA) and its Employees, members of the Executive Committee, Directors, Coordinators and Volunteers.

Organizational Code of Conduct:

AMHA, and its Employees, Executive, Directors, Coordinators and Volunteers must, at all times, comply with all applicable laws and regulations. AMHA will not condone the activities of Employees, Executives, Directors, Coordinators or Volunteers who achieve results through violation of the law or unethical business dealings. This includes any payments for illegal acts, indirect contributions, rebates, and bribery. AMHA does not permit any activity that fails to stand the closest possible public scrutiny. All business conduct should be well above the minimum standards required by law. Accordingly, Employees, Executive, Directors, Coordinators and Volunteers must ensure that their actions cannot be interpreted as being, in any way, in contravention of the laws and regulations governing AMHA operations.

The Code cannot possibly describe every practice or principle related to honest and ethical conduct. The Code addresses conduct that is particularly important to proper dealings with the people and entities with whom we interact, including our coworkers, clients, contractors, suppliers, volunteers, and members of our community, and establishes our commitment to the highest ethical standards. From time to time we may adopt additional and more specific policies and procedures with which our employees, volunteers, executive, directors and coordinators are expected to comply, if applicable with them. However, it is the responsibility of each individual to apply common sense, together with his or her own highest personal ethical standards, in making business decisions where there is no stated guideline in the Code or in our other policies and procedures. Unyielding personal integrity is the foundation of the association's integrity. The integrity and reputation of AMHA depends on the honesty, fairness and integrity brought to the association by each person associated with us. Employees, Executives, Directors, Coordinators and Volunteers uncertain about the application or interpretation of any legal requirements should refer the matter to the Executive Committee who, if necessary, should seek appropriate legal advice.

Respect for People and Non-discrimination

We do not tolerate discrimination against applicants, employees, members or volunteers based on race, colour, religion, sex, age, marital status, national origin, sexual orientation, citizenship status, or disability. We prohibit discrimination in decisions concerning recruitment, hiring, compensation, benefits, training, termination, promotions, or any other condition of employment or career development.

We are committed to providing a work environment that is free from discrimination or harassment of any type. We will not tolerate the use of discriminatory slurs, unwelcome unsolicited sexual advances or harassment, or any

other remarks, jokes or conduct that creates or fosters an offensive or hostile environment. Employees and volunteers at all levels of the organization must act with respect and civility toward clients, coworkers, and outside vendors.

Health and Safety

AMHA strives to provide a safe and healthful environment. We expect employees, members and volunteers to follow safety and health rules and practices and promptly report accidents, injuries and unsafe practices, or conditions to the staff or Executive Committee.

We do not permit violence or threatening behavior in our environment. We report to work, practices and games in condition to perform our duties at our best, free from influence of illegal drugs, cannabis or alcohol. We do not tolerate the use of illegal drugs or cannabis while performing our roles and duties for AMHA.

Conflicts of Interest

AMHA expects that employees, Executive, Directors, Coordinators and Volunteers will perform their duties conscientiously, honestly, and in accordance with the best interests of AMHA. Employees, Executive, Directors, Coordinators and Volunteers must not use their positions, or the knowledge gained as a result of their positions for private or personal advantage. Regardless of the circumstances, if they sense that a course of action they have pursued, or are presently pursuing, or are contemplating pursuing may involve them in a potential or actual conflict of interest with AMHA, they should immediately communicate all the facts to the Executive Committee.

Examples of potential or actual conflict of interest exists when:

- (i) a Member's commitments and obligations to the Association could or are perceived to be compromised by that Member's other interests, commitments or obligations; or
- (ii) a Member is in a position to influence a team or teams with a view to personal or commercial gain to themselves or a family member or give improper advantage to others.

Relationships with Clients and Suppliers

Employees, Executive, Directors, Coordinators and Volunteers should avoid investing in or acquiring a financial interest for their own accounts in any business that has a contractual relationship with AMHA, or that provides goods or services, or both, to AMHA, if such investment or interest could influence, or create the impression of influencing, their decisions in the performance of their duties on behalf of AMHA.

Gifts, Entertainment, and Favours

Employees, Executive, Directors, Coordinators and Volunteers must not accept entertainment, gifts, or personal favours that could, in any way, influence, or appear to influence, business decisions in favour of any person or AMHA with whom or with which AMHA has, or is likely to have, business dealings. Similarly, employees must not accept any other preferential treatment under these circumstances because their positions with AMHA might be inclined to, or be perceived to, place them under obligation to return the preferential treatment.

Kickbacks and Secret Commissions

Regarding AMHA business activities, employees, Executive, Directors, Coordinators and Volunteers may not receive payment or compensation of any kind, without approval from the Executive Committee. In particular, AMHA strictly prohibits the acceptance of kickbacks and secret commissions from suppliers or

others. Any breach of this rule will result in immediate termination and prosecution to the fullest extent of the law.

AMHA Funds and Other Assets

Employees, Executive, Directors, Coordinators and Volunteers who have access to AMHA funds in any form must follow the prescribed procedures for recording, handling, and protecting money as directed by the Executive Committee and or detailed in AMHA policies and procedures. AMHA imposes strict standards to prevent fraud and dishonesty. If employees, Executive, Directors, Coordinators or Volunteers become aware of any evidence of fraud and dishonesty, they should immediately advise the Executive Committee or Disciplinary Committee, or seek appropriate legal guidance, so that AMHA can promptly investigate further.

When an employee's, Executive's, Director's, Coordinator's or Volunteer's position requires spending AMHA funds or incurring any reimbursable personal expenses, that individual must use good judgment on AMHAs behalf to ensure that good value is received for every expenditure. AMHA funds and all other assets of the AMHA are purposed for the AMHA only and not for personal benefit and must adhere to all applicable policies.

Any intellectual property accessed or developed by an employee or Volunteer of AMHA remains the property of the AMHA regardless of the employee's employment status or if the volunteer leaves AMHA.

AMHA Records and Communications

Accurate and reliable records of many kinds are necessary to meet the AMHA's legal and financial obligations and to manage the affairs of AMHA. AMHA books and records must reflect, in an accurate and timely manner, all business transactions. The individuals responsible for accounting and recordkeeping must fully disclose and record all assets, liabilities, or both, and must exercise diligence in enforcing these requirements.

Employees, Executive, Directors, Coordinators, and Volunteers must not make or engage in any false record or communication of any kind, whether internal or external, including but not limited to:

- False expense, attendance, production, financial, or similar reports and statements
- False advertising, deceptive marketing practices, or other misleading representations

Confidentiality

Employees, Executive, Directors, Coordinators, and Volunteers may acquire knowledge of AMHA of a private or confidential nature, including, but not limited to, operational, volunteer, employee, athlete, and other types of business information. You agree to receive and hold all such confidential and proprietary information in confidence and not disclose it to anyone outside of AMHA or internally if unnecessary, either during your term or thereafter, except as required by law or as you are authorized to do so in the ordinary course of your role as specifically instructed by AMHA.

Code of Conduct Declaration

I, _____, have read, understand and agree to abide by the Code of Conduct of the Airdrie Minor Hockey Association, and I understand that such adherence is a condition of my employment, directorship or volunteer work. I understand that a violation of the Code of Conduct may be grounds for termination.

Signed this _____ day of _____, 20_____.

Print Name

Role in AMHA (Employee/Executive/Director/Coordinator/Volunteer)

Signature