



BC SNOWBOARD ASSOCIATION

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BC SNOWBOARD ASSOCIATION ("BCSA")

Code of Ethical Business Practices

Introduction

This Code of Ethical Business Practices establishes baseline standards for the conduct of Directors, employees, and representatives of the BCSA. It is to be followed in the context of the BCSA Code of Conduct and BCSA policies that apply to specific circumstances, such as Harassment or Appeals. As a Code cannot cover every possible situation, you are called upon to use your personal judgment and good sense to act properly and to recognize when guidance is needed. When in doubt, or to report possible Code violations, speak with the Executive Director, or with the President of the Board of Directors.

Workplace Principles

The BCSA strives to offer all staff and volunteers an equal opportunity to meet work goals, and be recognized and rewarded for their good work. Policies, employee communications, systems, procedures, and training and awareness programs help maintain a supportive workplace. The BCSA will act quickly and responsibly to deal with behaviour that conflicts with these principles. Each employee and director should endeavor to deal fairly with the BCSA's participants, volunteers, partner organizations, suppliers, competitors, and employees.

Potential and Actual Conflicts of Interest

Avoid conflicts and the appearance of conflicts between the BCSA's interests or those of its partners and your personal interests. Be extremely careful if you have an ownership or other interest in another business. Do not personally profit, either directly or indirectly, from a BCSA-related business transaction. Do not use gifts, meals, or entertainment events to influence your clients, suppliers, or business partners, or allow your receipt of gifts, meals, or entertainment events to influence you. Do not take personal advantage of your association with the BCSA or engage in conduct that is detrimental to the BCSA's interests or reputation. If you have a conflict, or a perceived

conflict, report it as soon as possible to the Executive Director or to the President of the Board of Directors.

Members of the Board of Directors are particularly likely to find themselves in situations of potential conflicts of interest.

Accordingly, Members of the Board of Directors shall, in addition to the general provisions of this Code of Ethical Business Practices, also adhere to the following specific provisions:

- 1) A member of the Board of Directors shall not enter into a contract with the BCSA for the provision of goods or services in exchange for financial compensation. Without limiting the generality of the foregoing, it is recognized that a Director may enter into a contract with a BCSA event organizing committees for event production related services (including serving as a Judge, Official or Technical Delegate) without violating this Code of Ethical Business Practices. It is further recognized that athlete members of the Board of Directors may receive financial and other support from the BCSA with respect to their athletic endeavors without violating this Code of Ethical Business Practices.
- 2) A member of the Board of Directors who inadvertently finds herself or himself in a conflict of interest with respect to an issue shall:
 - a) immediately declare the conflict of interest;
 - b) abstain from communicating with other Board members on that issue, including discussion of the issue at Board meetings; and
 - c) abstain from voting on that issue at Board meetings.

Protection and Proper Use of BCSA Assets

Prevent damage, theft, or misuse of BCSA assets. Do not use BCSA assets for any unlawful or unauthorized purpose. These assets are protected when we maintain effective internal accounting procedures; keep accurate books and records; properly execute contracts; keep client and BCSA-related information confidential; responsibly use computer and communication equipment; and follow record retention policies. Financial statements and accounting records must represent all transactions completely and accurately. All contracts must comply with all applicable laws and regulations, should be in writing, and should include a complete description of each party's responsibilities as well as details on fees and compensation.

Compliance with Laws and Regulations

Do not do anything that violates laws, rules, or regulations.

Questionable Payments

Do not give or receive bribes, "kickbacks," or other illegal payments. Commissions or fees shared with third parties must reflect the value of services provided. All commissions or fees paid by or on behalf of the BCSA must be properly disclosed and recorded on the BCSA's financial books.

Political Contributions

The BCSA shall not make contributions to any political parties. BCSA facilities or other resources may not be used for political purposes. BCSA staff may engage in political activities on their personal time and may be granted unpaid leave to engage in political activities. Any decision with respect to unpaid leave must be made by the BCSA Board of Directors.

Securities Transactions

Do not use material non-public information that you obtain through your role with the BCSA to buy or sell stock, or communicate such information to others.

Directorships and Positions with Other Organizations

Do not serve in a position outside the BCSA, or with a member organization of the BCSA, that impairs your independence or judgment in exercising your duties. Advise the BCSA of any outside positions that may place you in a potential conflict.

Media Relations

Unless you have specific authorization, do not comment to the media on issues involving the BCSA, other related organizations, or issues of government policy related to sport. If the media contact you refer them, if possible, to the BCSA President or the Executive Director. If this is not possible, and if it is not appropriate to avoid comment altogether, exercise your best efforts to ensure that your comments are consistent with established BCSA policies.

Exceptions

This code is a guide to appropriate behaviour. It cannot cover all possible circumstances. In situations that are not covered by this code, be guided by the underlying principles and by your own common sense. Formal exceptions to this code may only be authorized by the BCSA Board of Directors.