

Code of Conduct |

Policies and Procedures

Last Updated: March 5, 2021

Definitions

1. The following terms have these meanings in this Code:
 - a) “Member” – All categories of membership defined in membership policy document of the Jaffari Cycling Club.

Purpose

2. The purpose of this Code is to ensure a safe and positive environment (within Jaffari Cycling Club programs, activities, and events) by making Members aware that there is an expectation, at all times, of appropriate behavior consistent with the vision and values of the Jaffari Cycling Club. Further, the Jaffari Cycling Club supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect.

Application of this Code

3. This Code applies to Members’ conduct during Jaffari Cycling Club business and activities, including, but not limited to, races, events, clinics, travel associated with Jaffari Cycling Club activities, and any meetings.
4. This Code applies to Members’ conduct during all cycling events sanctioned by Jaffari Cycling Club
5. A Member who violates this Code may be subject to sanctions pursuant to the Jaffari Cycling Club’s Discipline and Complaints Policy. In addition to facing possible sanction pursuant to the Jaffari Cycling Club’s Discipline and Complaints Policy.

6. This Code also applies to Members' conduct outside of the Jaffari Cycling Club's business, activities, and events when such conduct adversely affects relationships within the Jaffari Cycling Club (and its work and sport environment) and is detrimental to the image and reputation of the Jaffari Cycling Club. Such applicability will be determined by the Jaffari Cycling Club incorporating member's sole discretion.

Responsibilities

7. Members have a responsibility to:
 - a) Maintain and enhance the dignity and self-esteem of Jaffari Cycling Club members and other individuals

by:
 - i) Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, gender identity, ancestry, colour, 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 members
 - iii) Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct
 - iv) Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
 - v) Consistently treating individuals fairly and reasonably
 - vi) Ensuring adherence to the rules of cycling and the spirit of those rules
 - b) 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 in the circumstances
 - iii) Unwelcome remarks, jokes, comments, innuendo, 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, but not limited to, touching, petting, pinching, or kissing
 - ix) Unwelcome sexual flirtations, advances, requests, or invitations
 - x) Physical or sexual assault.

- xi) Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment
 - xii) Retaliation or threats of retaliation against an individual who reports harassment to the Jaffari Cycling Club.
- c) Refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of sexual nature. Types of behaviour 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
- d) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
- e) In the case of adults, avoid consuming alcohol in situations where minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with Jaffari Cycling Club events.
- f) Respect the property of others and not willfully cause damage.
- g) Promote cycling in the most constructive and positive manner possible.
- h) Adhere to all federal, provincial, municipal and host country laws.
- i) Comply, at all times, with the Jaffari Cycling Club's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time.

Jaffari Cycling Club Executive and Committees

8. In addition to section 7 (above), the Jaffari Cycling Club's Executive, and Committee Members will have additional responsibilities to:
- a) Function primarily as a member of the board and/or committee(s) of the Jaffari Cycling Club.; not as a member of any other particular member or constituency.
 - b) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of Jaffari Cycling Club business and the maintenance of Member confidence.
 - c) Ensure that the Jaffari Cycling Club's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities.

- d) Conduct themselves openly, professionally, lawfully and in good faith in the best interests of the Jaffari Cycling Club.
- e) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism.
- f) Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate, and honest in all dealings with others.
- g) Keep informed about Jaffari Cycling Club activities, the provincial cycling community, and general trends in the sectors in which they operate.
- h) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which the Jaffari Cycling Club is incorporated.
- i) Respect the confidentiality appropriate to issues of a sensitive nature.
- j) Ensure that all Members are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight.
- k) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings.
- l) Have a thorough knowledge and understanding of all Jaffari Cycling Club governance documents.
- m) Conform to the bylaws and policies approved by the Jaffari Cycling Club., in particular this Code of Conduct.

Review and Approval

- 9. This policy is reviewed annually.
- 10. This policy was approved by the Jaffari Cycling Club Executive
 - a) This policy went into effect on March 1, 2021

For more information please contact:

Jaffari Cycling Club
jaffaricycling@gmail.com