



TENNIS NEW BRUNSWICK CODE OF CONDUCT

SAFE SPORT

Effective Date: May 24, 2019

Approved by: Board of Tennis New Brunswick

POLICY STATEMENT

Tennis New Brunswick is committed to leading the growth of tennis in New Brunswick through the values of teamwork, passion, integrity, innovation, excellence and accountability. We are also committed to providing a workplace that reflects these core values.

The Code of Conduct (the “Code”) identifies the standard of behaviour Tennis New Brunswick expects of its personnel and the consequences of non-compliance with the Code.

A. APPLICATION

The Code applies to all Tennis New Brunswick personnel, including employees, students, interns, officials, self-employed independent contractors and members of the Board (together, “Personnel”).

The Code applies to Personnel while they are at the workplace or on work time, including at off-site work assignments; at employment or contract-related functions or events; when communicating by telephone or electronically; or in situations where there is a connection to the workplace or Tennis New Brunswick’s business or operations. The Code also applies, at all times, to Personnel who are travelling with players (24 hours a day).

B. EXPECTATIONS

Personnel are expected to comply with and adhere to the following:

1. Positive Environment

Personnel are responsible for creating and maintaining a positive working environment. Personnel will be respectful and courteous towards other Personnel, athletes, coaches, volunteers and any other persons with whom they come into contact as a Tennis New Brunswick Personnel. Personnel are dedicated to treating others equitably and creating an inclusive workplace.

Tennis New Brunswick is committed to providing a workplace free of bullying and harassment and unlawful discrimination. Personnel will not engage in bullying and harassment or unlawful discrimination. The Respectful Workplace Policy provides additional information about, including definitions for, bullying, harassment and unlawful discrimination.

2. Integrity

Personnel will conduct themselves in an open, ethical, and fair manner. Personnel of Tennis New Brunswick will demonstrate integrity through words and actions by doing what is right, by telling the truth and upholding the law. Personnel will be accountable for their conduct.

3. Safety

All Personnel are committed to maintaining a safe workplace by following health and safety rules and practices. Personnel will operate in a safe manner at all times, and practice care to ensure other Personnel, athletes, coaches, volunteers and other third parties are conducting themselves in a safe manner. When Personnel observes unsafe behaviour, he or she has a duty to report it to management personnel as soon as possible.

Safety also includes safe driving practices when Personnel are responsible for transporting children, athletes, or any other individual as part of their job. To ensure the passengers' safety and reduce the risk of accidents, it is essential that the driver obey all applicable road safety laws and regulations, including no distracted driving, no driving under the influence of drugs, alcohol and/or medication, no smoking or vaping in the vehicle, and no aggressive driving.

4. Confidentiality

Confidential and personal information about Tennis New Brunswick, its Personnel, athletes, coaches, volunteers and other third parties should not be divulged to anyone other than persons who are authorized to receive such information. When the individual is in doubt as to whether certain information is confidential, no disclosure should be made without first asking appropriate management personnel. This basic policy of caution and discretion in handling of confidential information extends to both external and internal disclosure.

5. Conflicts of Interest

Personnel will act in the best interests of Tennis New Brunswick and will avoid conflicts between their personal interests and Tennis New Brunswick's interests. Potential conflicts may include but are not limited to personal business interests and the interests of family and friends. Any potential conflicts should be discussed with management personnel.

6. Gifts or Benefits

Personnel may not accept or tender gifts, entertainment, payments, services, privileges or favours of more than \$150 from or to others such that they could be construed by an impartial observer to be a bribe, pay off or improper incentive in relation to their role with Tennis New Brunswick. When the individual is in doubt as to whether certain gifts or benefits are appropriate he or she should discuss the matter with management personnel. Where possible, gifts should be shared internally and not taken personally. Transactions that are considered appropriate activities for a particular job description are acceptable.

7. Comply with other Tennis New Brunswick Policies

Personnel will review, acknowledge and comply with the Code of Conduct and all other applicable Tennis New Brunswick policies. The policies may be updated or changed from time to time.

8. Compliance with Laws

Personnel will comply with all laws applicable to Tennis New Brunswick in the province, cities and local communities in which Tennis New Brunswick operates.

C. COMPLIANCE

Personnel are responsible for their actions and must adhere to the Code of Conduct.

Tennis New Brunswick does not condone or tolerate violations of the Code of Conduct. Violating the Code of Conduct will lead to corrective action, which may include termination of employment for just cause, cancellation of contract or removal from the Board. Tennis New Brunswick reserves the right to address violations of this Code of Conduct in the manner it determines to be appropriate, which may include initiating legal proceedings or reporting such violations to the appropriate authorities.

If Personnel have any questions about what interests may put them in conflict with their duties and responsibilities to Tennis New Brunswick, or what constitutes an illegal or unethical act or inappropriate behaviour under the Code of Conduct, they are to contact the Executive Director of Tennis New Brunswick.

Signature: _____

Name: _____

Date of signature: _____

