



# Code of Conduct

## PURPOSE

This policy establishes a code of conduct for those persons engaged in employment or conducting business on behalf of the Erin Indoor Recreation Center (EIRC). Furthermore, this policy highlights reporting obligations of those persons.

## SCOPE

This policy applies to all employees and patrons utilizing the EIRC facility including all Volunteers who perform services from both Erin Agricultural Society (EAS) and Hillsburgh Erin and District Soccer Club (HEADS). The word "Employee" when used throughout this policy will mean Employee or Volunteer and "Employees" shall have a corresponding meaning. The word "Patron" when used throughout this policy will mean Player, Participant, Family Member, Member or Coach and "Patrons" will have a corresponding meaning.

## POLICIES

### 1. Compliance and Interpretation:

As a condition of employment and or utilization with the Erin Indoor Recreation Center, herein referred to as the "EIRC", employees and patrons are to comply with the EIRC's Code of Conduct and related policies and procedures. When in doubt, employees have the responsibility to seek clarification from their facility coordinator, or if necessary, from the EIRC Board of Directors. Violations of the EIRC's Code of Conduct will be grounds for disciplinary action, up to and including, discharge from the facility. Employees and patrons are encouraged to discuss any situations of existing or potential noncompliance, involving themselves or others, with the EIRC coordinator or the EIRC Board of Directors.

### 2. Abiding by the Law:

In acting on behalf of the EIRC, no employee or patron shall take any action which they know, or reasonably should have known, violates any applicable law or regulation. The operation of the EIRC is subject to many complex and changing provincial and federal laws. Ignorance of the law is not a valid defence if the law has been violated. Any time an employee is uncertain about the application or interpretation of a law or regulation, that employee will consult the EIRC coordinator, who in case of doubt will seek the advice of the EIRC Board of Directors. The EIRC Board of Directors is to be informed immediately where litigation, or a prosecution of the EIRC, or of EIRC employees in connection with their EIRC duties, is either threatened or becomes reasonably foreseeable as a possibility. This requirement is not applicable to proceedings where representation of EIRC interests is customarily undertaken by the share holders, unless special circumstances appear to warrant advice from legal counsel.



**(a) Fraud**

All employees and patrons of the EIRC are responsible for immediately reporting grounds for suspected fraud, breach of trust and other forms of wrongdoing to their EIRC coordinator or up to and including the EIRC Board of Directors, as appropriate. Appropriate protection for the confidentiality of such information will be observed. Prior to taking action on suspicions of wrongdoing, the EIRC coordinator should seek the advice of the EIRC Board of Directors to protect the EIRC's interests in subsequent disciplinary actions; to protect the rights of the person under suspicion; and to assist in preventing further losses or damage to the EIRC.

**(b) Accounting Principles and Practices**

The EIRC's accounting books and records shall be maintained with the utmost integrity, reflecting accurately and punctually all transactions, assets and liabilities of the Corporation. All business records, expense accounts, invoices, vouchers, bills, payroll and employee records, and other reports are to be prepared with care and honesty. False or misleading entries in the books and records of the EIRC, or any unrecorded bank accounts, are strictly prohibited. No secret or unrecorded cash funds or other assets will be established or maintained for any purpose. No transaction is to be concealed from the EIRC Board of Directors or external auditors. Satisfactory accounting and auditing procedures and controls must be maintained, and full compliance with statutory requirements regarding internal and external audit procedures is imperative.

**3. Protection of Proprietary Information**

Employees frequently have access to proprietary information of the EIRC or of patrons which is confidential and must be protected from unauthorized or inadvertent disclosure. This includes but is not limited to personal information of employees and patrons, personal information of the EIRC Board of Directors, emails or investigations of non-compliance, confidential information. Safeguarding of such information is a high priority responsibility of all employees, as is respecting any proprietary or copyright conditions that may exist. Such information may be given or released only to employees or patrons who have a need for such information, or otherwise in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Employees are not to divulge the proprietary information of their former employers. Employees, whether currently employed or after they leave the employment of the EIRC, will not disclose any proprietary information of the EIRC or of any other person where such information was acquired during employment with the EIRC, unless the release or disclosure is properly authorized by the EIRC, individual, or firm owning the information.

**4. Use of Real or Personal Property of the EIRC**

Employees and or patrons shall not make use of any real or personal property of the EIRC for their personal benefit, gain, political activity or campaigning, or enjoyment, other than property specifically provided by the EIRC for such use as a requirement of the facility. Employees and patrons shall only use the EIRC's property, equipment, supplies, and services



for activities associated with the discharge of their duties or rental. No employee or patron shall sell, transfer, publish, disclose, display, or otherwise make available computer programs, purchased software programs, technological innovations, or other intangible property or rights owned, or used, by the EIRC either while in employ of the EIRC, or thereafter. All such property or rights, and any other printed or computer records prepared by an employee during EIRC time will remain the exclusive property of the EIRC.

**5. Standard of Behaviour**

**(a) All Employees**

In addition to all other responsibilities addressed in this Code of Conduct policy, employees are expected to behave in a respectful and professional manner in all their interactions with co-workers, patrons and EIRC Board of Directors. In doing so effectively represent the EIRC with patrons and in all dealings in the community. Failure to comply will result in disciplinary actions up to and including termination.

**(b) All Patrons**

In addition to all other responsibilities addressed in this Code of Conduct policy, patrons are expected to behave in a respectful and professional manner in all their interactions with employees, patrons and EIRC Board of Directors. Noncompliance to the policy, harassment of employees or other patrons, physical or verbal abuse of employees or other patrons will result in non-compliance actions up to and including discharge from the facility for the season and funds will be non-refundable termination of remaining bookings.

Group Name: \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

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YR/MM/DD