



Brome Lake Boat Club (“BLBC” or “Club”) Code of Conduct

(approved by the Board of Directors on February 5, 2024)

INTRODUCTION

The Code of Conduct has been developed to ensure a safe, friendly, and respectful place for our employees, members, and guests, to gather in the spirit of cooperation, relaxation, good will, fun, and friendly competition. The Code of Conduct differs from Club regulations in that it provides a guideline as to what constitutes acceptable or unacceptable behaviour, and it defines the procedures for reporting infringements. The BLBC expects staff, members, their guests, visitors, and others while on the property, including the Club water activities, to behave in a manner that is consistent with the values of the Club and does not contravene any laws, Club by-laws, or policies.

KEY PRINCIPLES

Respect

Our environment is one where people show respect for others and their property, both on and off the water. Respect is defined as consideration for the well-being of another’s body, emotions, and possessions, to ensure no damage or deprivation is caused to them.

Freedom from harassment

The activities of our Club are conducted free from harassment. Harassment is defined as any action directed at an individual or group that creates a hostile, intimidating, or offensive environment. It is strictly forbidden to bring weapons, look-alike weapons, or objects that may be used to threaten, intimidate, or harm others or to damage property.

Freedom from discrimination

We act in a non-discriminatory environment. This means that everyone, irrespective of race or ethnicity, gender, religion, or sexual orientation, shall have an equal opportunity and shall receive fair treatment in accordance with the law, as well as the Club by-laws, articles, policies, and regulations.

Safety

Our safety and that of others is of paramount importance in all activities, especially those on or near the water. Everyone should recognize that there are inherent dangers in all boating activities, including sailing, and that diligence in safety procedures is the best way to safeguard our members, campers, and guests against these dangers.

Club Property

Everyone shall respect the Club's facilities and equipment and keep the club property neat and orderly at all times.

Good Behaviour

All members and guests are expected to conduct themselves responsibly. This includes avoiding inappropriate physical contact, unwelcome teasing/bullying, or other unkind behaviours. Everyone is expected to communicate in an appropriate manner, without the use of foul language, gestures, or harsh words.

MEMBER AND EMPLOYEE CONDUCT

All members and their guests, and employees when applicable, shall:

- Abide by local, provincial and national laws and regulations that apply to the Club's operations and to the by-laws, articles, policies and regulations of the BLBC;
- Obey lawful directions from BLBC employees, and respect decisions made by the Board of Directors of the Club;
- Respect the privacy of other persons;
- Treat all persons with respect and dignity, with proper regard for their rights and obligations, without any prejudicial behaviour;
- Conduct themselves in a sportsman-like manner on and off the water at all times, including during Club competitions;
- Be good stewards of the environment;
- Take responsibility for their guests and minors at all times while on the BLBC premises;
- Be fair, considerate, and honest in dealings with others;
- Be keenly aware of safety issues related to all activities, and especially water based activities, at all times, and act to minimize danger to everyone, including oneself, both on and off the water;
- Respect the Club's facilities and clean up after their use (BBQ, picnic tables, and disposing of garbage and recycling in the appropriate receptacles). Any member or employee damaging or destroying the Club's property shall pay such compensation as may be set by the Board of Directors.
- Be an ambassador for the Club in the community and as a guest at other clubs.
- Make decisions that are in the interest of the Club and not of their own;
- Refrain from engaging in any form of abusive, aggressive, disrespectful, violent or otherwise discourteous behaviour towards other members, guests, employees, management, or directors either directly or through social media or otherwise;
- Express all disagreements regarding decisions made by the management team and/or Board of Directors through the proper channels. Divergence of opinion is welcome but should be addressed directly to the Executive Director or the Board of Directors.
- Never represent the BLBC in any dealings, unless authorized by the appropriate Board Committee(s), or the Executive Director.
- Never attempt to enforce the Code of Conduct, the By-laws, articles, policies, and regulations in lieu of the Board of Directors or employees of the Club.

INTERACTION WITH CLUB MANAGEMENT AND STAFF

Members and guests must understand that:

- They have no authority to instruct Club staff on their duties or job performance, and shall not discipline or disrespect the staff;
- Club management and the Board of Directors are solely responsible for instructing the staff in the performance of their duties;
- Members may comment and are welcome to make suggestions to the Managers, Executive Director and the Board of Directors regarding concerns about the performance of the Club's staff on their duties or on the operation of the Club, for the betterment of the Club;
- If a member or guest is viewed by a qualified Club employee as being impaired by alcohol or other substances and/or displaying disruptive behaviours, the member or guest will be asked to leave the premises; appropriate actions will be taken to ensure their safety, including preventing the member or guest from operating a boat or vehicle.

TREATMENT OF A REPORT SUBMISSION

- Any submission made by an employee or a member regarding unethical behaviour will be treated on a confidential basis, unless required by law or if specifically permitted. Submissions will only be disclosed to those persons who have a need to know in order to properly carry out an investigation of the potential unethical behaviour.
- Anyone who in good faith reports unethical behaviour will be protected from threats of retaliation. False or misleading statements may however lead to disciplinary actions being taken against the person making such false accusations.
- Any submission made will be treated by the Management team and/or Board of Directors according to the following principles: 1. Fairness 2. Neutrality 3. Thoroughness 4. Timeliness

PERSONAL INFORMATION

Members, guests, and employees' personal information is protected by security safeguards appropriate to the sensitivity of the information and may only be used for reasonable purposes relating to the management of the employment or member/guest relationship or for other purposes as may be required by law.

UNRULY BEHAVIOUR

On becoming an employee or a member of the BLBC or the renewal thereof, each person, family or guest of a member shall be bound by the present Code of Conduct, and all future amendments. Each one shall be liable to the consequences of a breach of the Code of Conduct. These may include:

- For a member: revocation of certain privileges, suspension or termination from the Club;
- For an employee: suspension without pay or termination of employment;
- Legal proceedings – civil or criminal for conduct unlawful under Provincial or Federal law.

Members observing disorderly conduct, unusual behaviour, or disturbances at the BLBC shall use the Incident Reporting form, available at the club's office and on the club's website to inform a Manager, Executive Director, or one of the designated members of the Board of Directors at the earliest opportunity. Please refer to the instructions appearing on the form.

The following are examples of unacceptable behaviour:

Disruptive Behaviour

Behavioural indicators include but are not limited to:

- The use of unacceptable language towards a member, staff, or guest;
- Unacceptable behaviour towards a member, staff, or guest;
- Inappropriate behaviour in the presence of minors.

Abusive/Continuous Disruptive Behaviour

Behavioural indicators include but are not limited to:

- The repetition or continuation of a disruptive behaviour;
- Belligerent, obscene or lewd behaviour towards a member, staff or guest.

Threatening behaviour (Police action may be required)

Behavioural indicators include but are not limited to:

- Threatening or injuring a member, staff, or guest;
- Intentionally tampering with or damaging BLBC or member property or boats;
- Violent, argumentative, threatening, intimidating or disorderly behaviour including harassment, discrimination and assault;
- Theft.

Safety and security threat (Police and potentially legal action required)

An incident which constitutes a safety or security threat and which includes but is not limited to:

- A credible threat of death or serious bodily injury to a member, staff or guest;
- The display or use of a weapon;
- An act that results in an accusation of sexual harassment or assault;
- Theft.

Members should be aware that incident reports and action taken by the management team and/or Board of Directors may be kept temporarily or permanently on file.

APPENDIX 1

ADULTS IN THE PRESENCE OF OR INTERACTING WITH MINORS

This appendix applies to everyone working or interacting with minors in our organization, including volunteers, and provides standards of appropriate behaviour

INTERACTION WITH MINORS

The BLBC is committed to the safety and well-being of minors who use our services. Our volunteers, members, and staff shall treat them with respect and understanding at all times.

The following rules and guidelines shall apply when interacting or in the presence of minors:

- Always place the safety and welfare of minors above other considerations;
- Be responsible and accountable for the conduct of minors under adult supervision;
- Use appropriate language – no profanity, derogatory terms, nor sexual jokes/innuendos;
- Avoid close physical contact – unless necessary due to the nature of the activities and age/abilities of minors;
- Exercise the “Rule of Three” – adults should not be one-on-one in an enclosed location with a minor under their care (outside of familial relationships) – they may be two adults with a minor or two minors with an adult, etc. (minimum of three people);
- Exercise appropriate behaviour and discipline: corrective actions shall not be punitive, humiliating nor aggressive;
- There shall be no interaction whatsoever with any minor while impaired or under the influence of drugs and/or alcohol;
- Do not photograph, publish nor distribute photographs of minors without the knowledge and authorization of their parent or legal guardian;
- Do not communicate outside of the Club with any minor without the knowledge and authorization of the parent or legal guardian, including engagement on social media platforms. Communication includes (and is not limited to) email, phone, online chat, texting, private messaging, etc. Engagement on social media platforms includes commenting, private messaging, or sharing the content of minors.

Parents or guardians should ensure that minors under their supervision:

- Abide by this Code of Conduct and any racing or tournament rules when participating in a competition;
- Respect the physical property and facilities provided by BLBC;
- Treat all other minors as they would like to be treated. No bullying, exclusion, or unfair advantage (favouritism) of others;
- Control their temper. Verbal abuse of staff, other members, guests, or competitors, or deliberately distracting/provoking others is neither acceptable nor permitted.

Parents and guardians of minors:

- Shall be requested to remove the minor under their supervision from the Club’s premises in instances where their behaviour is unacceptable;
- Shall display good sportsmanship towards other parents/guardians, instructors, staff, or other minors.