

 ALPINE CLUB OF CANADA CLUB ALPIN DU CANADA	Policy Name	CODE OF CONDUCT POLICY	
	Policy Number	BOD-005	Rev 1
	Created By	T. Harper-Merrett	
	Approved By	Board of Directors	
	Date Approved	October 28, 2022	

MEMBER CODE OF CONDUCT POLICY

GENERAL

At The Alpine Club of Canada (the “**ACC**”), we are committed to maintaining a culture of mutual trust and respect. We value our individual differences, unique perspectives and backgrounds, as well as the variety of contributions we bring to the ACC. Reflecting this commitment, the ACC’s Code of Conduct applies to:

- (a) all ACC members and approved participants engaged in ACC activities;
- (b) all ACC Sections and to the activities they conduct;
- (c) all ACC employees, officers and directors;
- (d) all ACC volunteers engaged in ACC activities; and
- (e) all third-party contractors hired by the ACC or any ACC Section to deliver services to members, including guides and porters.

(collectively, the “**ACC Personnel**”).

HARASSMENT

The ACC is committed to treating members, colleagues, contractors, suppliers, guides, porters, volunteers, business partners and others in a considerate and professional manner at all times. This includes:

- Prohibiting unlawful discrimination by reason of race, ancestry, colour, ethnic origin, citizenship, religion or creed, gender, gender identification, sexual orientation, age, marital status, family status, disability or any other characteristic protected by law.
- Avoiding any behaviour that could reasonably be interpreted by others as violent, offensive, intimidating or insulting.
- Reporting any harassing behaviour, workplace violence (including threats of violence), instances of improper treatment or discrimination.

The ACC is dedicated to the inclusion of members and the provision of safe spaces, regardless of race, ethnicity, religion, social class, gender, sexual orientation, gender identification, or age. The ACC has a no tolerance policy in relation to discrimination, harassment, sexual harassment or sexual assault. Striving to strengthen the alpine community through the inclusion of all members and the provision of a respectful outdoor activity environment is central to our mission. Examples of harassment:

- Unwelcome flirting, inappropriate touching, sexual advances or remarks.
- Offensive or disparaging comments, slurs or jokes.
- Displaying, storing, sharing or distributing written or graphic material that ridicules, insults or shows hostility toward a group or individual.
- Displaying, storing, sharing or distributing pornographic, obscene or sexually suggestive content.
- Derogatory comments or personal attacks, trolling, public or private harassment, insults, or other unprofessional conduct.

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ALCOHOL AND DRUGS

The ACC is committed to providing all ACC Personnel with a safe and productive environment. The ACC recognizes that the use of drugs, alcohol, cannabis and medications can seriously impact a person's health, job performance and productivity, trip activities, and can jeopardize the safety of those around us as well as ACC's reputation with the general public.

ACC Personnel must not be inhibited in their ability to perform any ACC related task safely and productively. During any ACC Trip, ACC Personnel, while engaging in any Wilderness Activities, as described in the Release of Liability, Waiver of Claims, Assumption of Risks and Indemnity Agreement:

- (a) must not be under the influence of any substance, including but not limited to alcohol, cannabis, and illicit drugs, which has the potential to change or adversely affect an individual's ability to perform any ACC required task;
- (b) must not be adversely affected by any prescribed or over-the-counter medications, including but not limited to medically prescribed cannabis; and (c) must not be impaired by alcohol.

Any ACC Personnel that do not meet these standards must immediately notify the ACC that they are not available for ACC activities and remove themselves from ACC premises or any ACC trip. If any ACC Personnel are deemed to be impaired by their supervisor or trip leader, manager, or co-worker, acting reasonably, they shall be removed from ACC premises or any ACC trip until they meet the standards.

PERSONAL INFORMATION/PRIVACY

Personal information refers to any information about an identifiable individual, including but not restricted to:

- (a) race, national or ethnic origin, colour, religion, age or marital status;
- (b) medical, educational, financial, employment information and criminal history;
- (c) address, fingerprints and identifying numbers assigned to the individual (ex: social insurance number, employee number);

The ACC intends to protect the privacy of individuals concerning personal information it collects by adhering to the following guidelines:

- The ACC will manage personal information in a responsible and business-like manner.
- The ACC will see that the personal information it collects is to the extent possible accurate, kept up to date and protected from unauthorized use and disclosure.
- The ACC shall only collect personal information that relates to ACC programs, activities, products or employment related matters.
- Wherever possible, personal information to be used in decision making shall be collected directly from the individual to whom the information relates, and such individuals shall be informed of the purpose of collection.

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- Personal information already obtained by the ACC shall be used and disclosed in a manner consistent with the purpose for which it was originally collected or in any other way the law does not prohibit. The consent of the individual shall be obtained before personal information is used or disclosed for any other purpose.
- Access to personal information shall be restricted to those who have a need for access in order to administer ACC programs or carry-on ACC activities.
- Care will be taken when handling or transmitting personal information either internally or externally to avoid altering it. The method of transmission (whether by telephone, mail, fax, electronically or otherwise) must be appropriate to protect the confidentiality of the information in light of its sensitivity.

WHAT TO DO IF YOU HAVE A CONCERN

- If you are a club member and have a code of conduct concern, your first point of contact is your Section executive. Most issues can be resolved within the section without involving the National organization. If it cannot be resolved, please go to option C below.
- If you are an employee or contractor, your first point of contact is your direct manager. Failing that you may contact the Executive Director. If your concern cannot be resolved, please go to option C below
- For situations where your section executive, or your direct manager or Executive Director cannot help you, or if you are a section in need of assistance, please email conduct@alpineclubofcanada.ca to initiate an investigation process.

Notes on the Code of Conduct Committee

Your email to conduct@alpineclubofcanada.ca goes to the Chair of the Code of Conduct Committee, who is currently an external club member who is not part of the National Office nor part of the Board of Directors. The committee is composed of 3 to 5 members, and may include the Executive Director, Board members, National Office staff or club volunteers.

The Chair of the Code of Conduct Committee will review each concern and decide how to handle the concern. Where there is no conflict of interest, the Chair will involve the wider Committee members. External HR advisors may be involved to assist the club in reviewing any concerns brought forward.

RECOURSE TO ACTION

Below is the course of action by the Code of Conduct Committee upon a complaint being sent to the Committee:

1. Emails, in English or French, sent to conduct@alpineclubofcanada.ca go to the Chair of the Code of Conduct committee, who will review each concern and decide how it should be handled. In the absence of any conflict of interest, the Chair will involve the wider Committee members;
2. Under the guidance of Code of Conduct Committee, the reported infraction will be documented in a manner similar to that currently used to report on accidents and injuries (in dealing with a reported infraction, representatives of the ACC, including members of the committee and section leaders should avoid expressing any opinion, or appearing to be judgmental concerning the veracity of the complaint, while remaining supportive and non-specifically sympathetic towards the member making the complaint);

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3. External advisors may be called upon to assist the Club in reviewing any concerns brought forward. This process may result in some or all of the following actions: (i) list of learning points and associated action plan to implement changes, (ii) punitive action as required, and (iii) education requirements to address root causes that may have led to the reported infraction;
4. Understanding the need for strict confidentiality in relation to all reported Code infractions, these matters, and the identity of the individuals involved, should never be disclosed to, or discussed with, other members, family or friends.

REVISION HISTORY

Date	Description
09-Dec-2021	Rev 0: Approved by Board of Directors
28-Oct-2022	Rev 1: Policy Approved by the Board.