

## Mavericks Water Polo

Policy: Code of Ethics, including Conflict of Interest

Date: March 15, 2015

Review/Revision: March 15, 2015

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### **POLICY:**

Mavericks is committed to a work environment that is supportive of the productivity, dignity, safety and fairness of everyone who works, volunteers or is associated with the organization. Accordingly, Mavericks commits to adhering to the statutes and regulations, as well as the spirit and intent, of the Ontario Employment Standards Act, the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act, the Occupational Health and Safety Act, and all other relevant legislation.

### **Definitions**

“Confidential Information” refers to any information concerning the affairs of Mavericks which has not been publicly disclosed by Mavericks. Confidential information includes but is not limited to:

- Proprietary information relating to Mavericks operations, such as donor and supplier information, programs, plans, and any other intellectual property, reports, studies, client information, donor lists, office and system passwords, Mavericks financial or any other information not intended for public consumption;
- Personnel records including payroll and/or other staff personal financial information, home telephone numbers and addresses, banking information, social insurance numbers, etc;
- Situations involving a volunteer, Board or staff member with respect to a complaint, a legal issue or an investigation in process and/or its concluding report;
- Personal information about volunteers, board members, or anyone associated with Mavericks work.

“Conflict of Interest” refers to a situation in which private interests or personal considerations may affect an individual’s judgement when acting in the best interest of Mavericks. It includes using an individual’s position, confidential information or PAD’s time, materials, facilities or other resources for private or personal gain or advancement. A conflict may occur when an interest benefits any member of the individual’s family, friends , business associates or even charities.

“Duty of Care” refers to the obligation to respect the organization’s reputation and assets, including property, equipment, finances, information, time and other resources, and accordingly, to use discretion, judgement and prudence in the use of organizational assets to carry out their job responsibilities, consistently acting in the best interest of the organization.

“Family member” or “Friend” refers to the individual’s spouse, parents, brothers, sisters and children of the employee, as well as persons with whom the employee has had a marital, intimate, or significant financial relationship.

“Hardware” refers to the machines, wiring, and other physical components of a computer or other electronic system (like laptops, desktops, tables, smart-phones, printers, scanners, photocopiers and

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similar devices).

“Software” refers to the programs, application, webpage code, add-on and other operating information used by a computer or machine.

The Code of Conduct requires that individuals:

- Behave honestly and with integrity in the course of their employment or engagement with Mavericks;
- Comply with all legal regulations and statutes;
- Act in good faith in their relationships with colleagues, volunteers and stakeholders;
- When acting on behalf of Mavericks, treat everyone with respect, dignity and courtesy, and without harassment or discrimination;
- Not participate, engage in or condone dishonesty, theft, fraud, deceit or misrepresentation;
- **Avoid** conduct which might appear to present a conflict of interest;
- Not accept donations for purposes that are inconsistent with Mavericks mission;
- Avoid the use of profanity and of verbal abuse or violence;
- Avoid physical violence and abuse, even if provoked;
- Take all necessary steps to protect the confidentiality of Mavericks confidential information;
- Minimize, to the fullest extent possible, conducting personal business on work time paid by Mavericks, including use of the internet;
- Not engage in any outside work or business activity that:
  - conflicts with their duties at Mavericks;
  - uses knowledge of confidential Mavericks plans, programs, other confidential information;
  - will, or is likely to, negatively influence or affect their ability to carry out their work for Mavericks;
- Not make improper use of:
  - confidential information, or information that is proprietary or confidential to Mavericks;
  - Mavericks property, equipment and resources for activities not associated with Mavericks work;
  - the individual’s duties, status, power or authority in order to gain advantage for the individual him or herself, or for any other person;
- Not engage in public criticism of Mavericks or its employees or volunteers;

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- Not accept gifts, money, discounts or favours including any benefit to family members, friends or business associates for work that Mavericks pays them to do. Examples of acceptable gifts are:
  - holiday gifts, such as fruit baskets or candy which is shared with other staff members,
  - inexpensive “token gifts” such as promotional materials (e.g., pens or key chains),
- Refrain from responding to media enquiries unless pre-approved by the Executive Head Coach or President;
- Not be in possession of, or under the influence of, alcohol or illegal drugs while performing their job responsibilities.

### **PROCEDURE:**

#### **Email**

Employees and volunteers should remember that e-mail is as much a reflection of Mavericks as paper correspondence and should approach all e-mail correspondence in a professional manner;

Employees and volunteers must keep passwords and confidential files secure.

#### **The Ethical Checklist**

Decisions and proposed courses of action should be considered using the following “Ethical Checklist” with “yes” as the desired response to each question:

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|--------------------|---|
| Is it fair?        | Consider the short and long term effects of any decision or proposed course of action on others and their reactions to this question.   |
| Is it right?       | Consider having to justify any decision or proposed course of action to family, the Board of Directors or the media.  |
| Is it appropriate? | Consider whether your actions would be considered appropriate use of Mavericks time, and whether your supervisor and the Executive Head Coach would agree that your actions and conduct are consistent with the values and principles of this Code. |
| Is it legal?       | Consider seeking advice from the Executive Head Coach if in doubt.  |

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If you are ever in doubt about a decision or proposed course of action, having considered a situation from these four perspectives, you are encouraged to seek advice from your supervisor and/or the Executive Head Coach.

### **Duty to Disclose/Advise Supervisor**

All individuals have the obligation to identify and disclose any possible or actual violation of this Code, including breaches of confidentiality (whether or not the breach was intentional) and possible or actual conflicts of interest. Individuals should speak either directly to their supervisor or to the Executive Head Coach to provide such information. After receiving such information/disclosure, the Executive Head Coach would determine the need to proceed to a written record of this issue.

In the event of a possible or actual breach of this Code by the Executive Head Coach, an individual would make such a disclosure to the President.

There will be no retaliation taken against any individual who discloses a violation of this Code in good faith.

### **Resolution of Potential Issues**

Following voluntary disclosures and/or complaints of any violation of this code of ethics and conduct, the issue will be brought to the attention of the Executive Head Coach that such conduct exists, the individual will be excused from all discussions and any decisions on the matter.

If a violation of the code of ethics and conduct is brought to the attention of Mavericks, whether voluntarily by the individual or otherwise, the Executive Head Coach (or designate/alternate) will determine if the facts warrant a formal investigation. If the issue is considered to be material, the Executive Head Coach will bring it to the attention of the President. Any breach by a board member must be brought to the attention of the President

If it is determined that a case should be formally investigated, an investigation will be conducted by a qualified and impartial 3<sup>rd</sup> party.

### **Duty to Disclose**

If an individual witnesses what s/he believes to be a breach of this code by another staff member or volunteer, that individual has a duty to disclose to the Executive Director, or in the case of a breach by the Executive Head Coach, to the Board

### **Disciplinary Action**

Employees and volunteers who violate this Code of Conduct policy may be subject to disciplinary action, up to and including dismissal.