



Engage Sport North – Policies Document

Adoption of BC Universal Code of Conduct

Engage Sport North (ESN) formally adopts and accepts all principles, definitions, and standards contained in the **British Columbia Universal Code of Conduct (BC UCC)**, as published by viaSport British Columbia. The BC UCC establishes a common set of expectations for safe, inclusive, and respectful sport in the province.

These policies integrate the BC UCC in their entirety and shall be interpreted in harmony with it.

Reference: <https://viasport.ca/resources/bc-universal-code-of-conduct>

1. Purpose and Guiding Principles

Engage Sport North (ESN) is committed to achieving its Vision, Mission, and Objectives through ethical, transparent, and accountable practices. These policies provide a governance framework to ensure ESN operates with integrity and public trust, aligning with provincial and national sport standards, including the BC UCC and the Canadian Centre for Ethics in Sport (CCES) Code of Conduct.

2. Application and Scope

This document applies to all individuals representing ESN, including directors, officers, employees, contractors, volunteers, and program participants. Where there is a conflict between ESN policy and the BC UCC, the **higher standard** shall apply. All conduct covered by these policies is also subject to the **BC UCC** and, where relevant, the **Canadian Anti-Doping Program (CADP)**.

3. Standards of Conduct and Integrity

All members of ESN are expected to:

- Demonstrate honesty, fairness, and professionalism in all activities.
- Treat all individuals with dignity and respect.
- Uphold a safe, inclusive, and harassment-free sport environment.
- Act in a manner that enhances ESN's reputation and fulfills its Mission.

4. Conflict of Interest

A conflict of interest arises when personal, financial, or relational interests interfere—or appear to interfere—with one's duties to ESN.

Examples include:

- Financial interest in a company doing business with ESN.
- Using ESN resources for personal gain.
- Accepting gifts or benefits that could influence decision-making.

Disclosure and Management:

- All conflicts, actual or perceived, must be disclosed to the Executive Director or Board Chair.
- Individuals in conflict must recuse themselves from related decision-making.
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5. Confidential Information

Non-public information obtained through ESN roles must be protected and may not be used for personal advantage or disclosed to unauthorized persons. This duty continues after one's term of employment, appointment, or involvement ends.

6. Preferential Treatment and Gifts

ESN decisions must be made impartially and objectively. Individuals may accept modest, customary gifts or hospitality only when doing so does not compromise—or appear to compromise—the integrity or independence of ESN.

7. Legal Compliance

All ESN representatives must comply with applicable laws and regulations.

No one is authorized to direct, condone, or participate in illegal acts in connection with ESN's work.

8. Post-Service Obligations

Upon leaving ESN, individuals must continue to:

- Respect confidentiality of all non-public information.
- Avoid using privileged knowledge or relationships gained through ESN for improper benefit.
- Represent themselves truthfully as former members.

9. Political Activities

ESN recognizes the right of individuals to participate in political and civic activities, provided that:

- These do not conflict with ESN responsibilities.
- ESN resources or confidential information are not used.
- Personal activities do not imply ESN endorsement.

10. Discipline and Complaints

ESN upholds a transparent and fair process for addressing all alleged misconduct.

Complaints may include:

- Violations of the BC UCC or ESN policies.
- Harassment, discrimination, or abuse.
- Misuse of ESN assets or authority.

Procedure:

1. Complaints should be submitted in writing to the Executive Director or Board Chair.
2. The matter will be reviewed promptly and impartially.
3. Investigations may be conducted internally or by a qualified third party.
4. If a violation is substantiated, disciplinary measures may include written warning, suspension, termination, or other appropriate sanctions.

All proceedings are handled confidentially, following the principles of procedural fairness.



11. Dispute Resolution

Where internal disagreements occur, ESN encourages early, informal resolution through open communication or facilitated discussion.

If resolution is not achieved, matters may be escalated to mediation or an independent third party for impartial adjudication.

12. Board Conflict of Interest

Board members have a fiduciary obligation to act in the best interests of ESN.

They must:

- Disclose any real or perceived conflicts annually and as they arise.
- Recuse themselves from related discussions or votes.
- Ensure their participation upholds the principles of impartiality and transparency.

The Board Chair (or Vice-Chair, if the Chair is in conflict) oversees compliance.

13. Diversity, Equity, Inclusion and Access (DEI)

ESN is committed to building an inclusive sport system that reflects and serves Northern British Columbia's diversity.

Commitments include:

- Removing barriers to participation and leadership based on gender, culture, ability, geography, or income.
- Embedding inclusive and culturally safe practices into all programs.
- Ensuring equitable access to ESN programs and decision-making.

This policy complements the BC UCC's emphasis on safe, respectful, and accessible sport.

14. Privacy Policy

ESN adheres to the **Personal Information Protection Act (PIPA)** of British Columbia.

Personal information will be:

- Collected only for legitimate operational purposes.
- Used and stored securely with access limited to authorized staff.
- Disclosed only with consent or as required by law.
- Retained only as long as necessary for its purpose.

Individuals may request access to or correction of their information by contacting the Executive Director.

15. Anti-Doping and Clean Sport

ESN fully supports the **Canadian Centre for Ethics in Sport (CCES)** and the **Canadian Anti-Doping Program (CADP)**.

All athletes, coaches, and support personnel must:

- Comply with the CADP and CCES regulations.
- Participate in education and awareness programs.
- Promote the principles of clean, ethical sport.

ESN will cooperate fully with CCES in testing, education, and enforcement activities.

More information: <https://cces.ca>



16. Reporting, Monitoring and Compliance

ESN is committed to maintaining the highest standards of ethical conduct, accountability, and safety. All Individuals are responsible for reporting suspected or known misconduct, including violations of ESN policies, the BC UCC, or the CCES

Reporting Options

Complaints or reports of misconduct may include:

- Harassment, discrimination, abuse, or maltreatment;
- Misuse of ESN funds, property, or authority;
- Conflicts of interest or ethical breaches;
- Doping violations or other breaches of safe sport principles.

Reports may be made through the following channels:

- **Internally:** to the **Executive Director** or **Board Chair** for matters within ESN's jurisdiction.
- **Externally:** to the **Canadian Centre for Ethics in Sport (CCES) Safe Sport reporting mechanism** at <https://cces.ca/safesport>.
 - This independent, confidential service allows anyone to report abuse, harassment, discrimination, or other violations of the BC UCC or Safe Sport standards.

Investigation and Action

- All reports will be reviewed promptly and treated confidentially.
- Investigations will follow principles of procedural fairness and may involve external, independent investigators where appropriate.
- Where a violation is substantiated, ESN will implement appropriate disciplinary or corrective measures, up to and including termination or referral to external authorities.
- If the issue falls under the jurisdiction of the BC UCC, CCES, or the Office of the Sport Integrity Commissioner (OSIC), ESN will cooperate fully with that process.

Oversight and Review

- The ESN Board, through its Governance Committee, oversees policy compliance, investigation tracking, and reporting integrity.
- Policies will be reviewed at least every two years to ensure alignment with the BC UCC, CCES Safe Sport standards, and evolving legal or regulatory requirements.

17. Integration with the BC Universal Code of Conduct

All individuals affiliated with ESN are bound by the BC UCC.

Where an incident falls within the scope of the BC UCC, ESN will follow its internal processes while also ensuring coordination with ViaSport's or CCES's external reporting systems.

The BC UCC document can be found here: <https://viasport.ca/resources/bc-universal-code-of-conduct>