
34. Appendix F: PERSONS IN LEADERSHIP

Persons in Leadership shall:

- a) Promote awareness and understanding of the Organizations' values and this Conduct Policy.
- b) Consider equity, diversity and inclusion when setting policies and developing, updating or delivering programs.
- c) Act as a role model through their behaviour, actions, and words and encourage and motivate other Individuals to do the same.
- d) Build trust of the Organization's Employees, Athletes and other Individuals by listening to and understanding their interests and needs.
- e) Instill an atmosphere of collaboration.
- f) Not use their position to solicit athletes (or the Parents of minor athletes) unless first receiving approval from the coaches who are responsible for the athlete.
- g) Maintain an environment where everyone feels comfortable asking questions and raising concerns.
- h) Assist people through the complaint process, if needed.
- i) Comply at all times with the Discrimination, Harassment, and Maltreatment Policy and refrain from acting in a manner that is discriminatory, harassing, or maltreating any Individual.
- j) Ensure that any possible or actual misconduct is investigated promptly and thoroughly, as appropriate.
- k) Advise the Organization's President or Senior Staff immediately of any situation where a complainant has publicized a complaint in the media.
- l) Impose appropriate disciplinary or corrective measures when misconduct has been substantiated, regardless of the position or authority of the offender.
- m) Persons in Leadership of an Affiliated Organization shall provide the Organization's Executive Director with a copy of a report on the outcome of any investigation into Discrimination, Harassment or Maltreatment.
- n) Be subject to disciplinary sanction if they breach this Section even if they are not a Registrant or member of CAS, BCAS or an Affiliated Organization.
- o) Comply with all other applicable Organizations' Policies.