

# **CKRC**

## **CODE OF CONDUCT AND ETHICS POLICY**

### ***Definitions***

1. The following terms have these meanings in this Policy:
  - a) “Individuals” – All categories of membership defined in the CKRC Bylaws, as well as all individuals engaged in activities with the Calgary Kart Racing Club, including but not limited to, drivers, coaches, tuners, mechanics, officials, volunteers, directors, committee members, officers, managers, administrators and spectators.
  - b) “CKRC” – Calgary Kart Racing Club.

### ***Purpose and Application***

2. The purpose of this Code of Conduct and Ethics is to ensure a safe and positive environment within CKRC programs, activities and events, by making all individuals aware that there is an expectation of appropriate behavior, consistent with the values of the CKRC, at all times.
3. CKRC is committed to providing an environment in which all individuals are treated with respect. Further, the CKRC supports equal opportunity and prohibits discriminatory practices. Members of the CKRC are expected to conduct themselves at all times in a manner consistent with the values of the CKRC that include fairness, integrity, open communication and mutual respect.
4. Conduct that violates this Code of Conduct and Ethics may be subject to sanctions pursuant to CKRC’s policies related to discipline and complaints.
5. This policy applies to Individuals relating to conduct that may arise during the course of CKRC’s business, activities and events, including but not limited to, office environment, competitions, practices, training camps, travel, and any meetings.
6. This policy applies to conduct that may occur outside of the CKRC’s business and events when such conduct adversely affects relationships within the CKRC and its work and sport environment and is detrimental to the image and reputation of the CKRC.

## **Responsibilities of All**

7. All Individuals have a responsibility to:
  - a) Maintain and enhance the dignity and self-esteem of CKRC Members and other Individuals by:
    - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, color, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability or economic status;
    - ii. Focusing comments or criticism appropriately and avoiding public criticism of drivers, coaches, tuners, mechanics, officials, volunteers, directors, committee members, officers, managers, administrators and spectators;
    - iii. Consistently demonstrating the spirit of sportsmanship, sports leadership and ethical conduct;
    - iv. Acting, when appropriate, to prevent or correct practices that are unjustly discriminatory;
    - v. Consistently treating individuals fairly and reasonably;
    - vi. Ensuring that the rules of karting, and the spirit of such rules, are adhered to.
  - b) Refrain from any behavior that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading or malicious. Types of behavior that constitute harassment include, but are not limited to:
    - i. Written or verbal abuse, threats or outbursts;
    - ii. The display of visual material which is offensive or which one ought to know is offensive;
    - iii. Unwelcome remarks, jokes, comments, innuendos or taunts;
    - iv. Leering or other suggestive or obscene gestures;
    - v. Condescending or patronizing behavior which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
    - vi. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;
    - vii. Any form of hazing;
    - viii. Unwanted physical contact including touching, petting, pinching or kissing;
    - ix. Unwelcome sexual flirtations, advances, requests or invitations;
    - x. Physical or sexual assault;
    - xi. Behaviors such as those described above that are not directed towards individuals or groups but have the same effect of creating a negative or hostile environment; or
    - xii. Retaliation or threats of retaliation against an individual who reports harassment.

- c) Refrain from any behavior that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favors, or conduct of a sexual nature. Types of behavior that constitute sexual harassment include, but are not limited to:
  - i. Sexist jokes;
  - ii. Display of sexually offensive material;
  - iii. Sexually degrading words used to describe a person;
  - iv. Inquiries or comments about a person's sex life;
  - v. Unwelcome sexual flirtation, advance or propositions;
  - vi. Persistent unwanted contact;
  - vii. Sexual assault.
  
- d) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
- e) In the case of adults, avoid consuming alcohol in situations where minors are present, and take reasonable steps to manage the responsible consumption of alcoholic beverages in adult-oriented social situations associated with CKRC events.
- f) Respect the property of others and not willfully cause damage.
- g) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods.
- h) Comply at all times with the Constitution, Bylaws, policies, rules and regulations of the CKRC, as adopted and amended from time to time.
- i) Adhere to all Federal, Provincial, Municipal or host country laws.

## **Drivers**

8. In addition to Paragraph 7 above, Drivers will have additional responsibilities to:
  - a) Report any medical problems in a timely fashion, where such problems may limit the driver's ability to practice or compete.
  - b) Participate and appear on time in all competitions, practices, training sessions, events, activities or projects entered or volunteered for.
  - c) Properly represent themselves and not attempt to enter a competition for which they are not eligible, by reason of age, classification or other reasons.
  - d) Adhere to the CKRC's rules and requirements regarding clothing and equipment.

## **Officials**

9. In addition to paragraph 7 above, **Officials** will have additional responsibilities to:
  - a) Follow the most current version of the ASN Sporting Regulations and CKRC's Supplemental Regulations
  - b) Be fair and objective;
  - c) Avoid situations which a conflict of interest may arise;
  - d) Make independent judgments.

## **Parents/Guardians and Spectators**

10. In addition to paragraph 7 above, **Parents/Guardians** of CKRC Members and **Spectators** at events will:
  - a) Never question an officials' or CKRC staffs' judgment or honesty;
  - b) Encourage Drivers to play by the rules and to resolve conflicts without resorting to hostility or violence;
  - c) Condemn the use of violence in any form;
  - d) Never ridicule a participant for making a mistake during a race or practice;
  - e) Provide positive comments that motivate and encourage participants continued effort;
  - f) Respect the decisions and judgments of officials, and encourage drivers to do the same;
  - g) Support all efforts to remove verbal and physical abuse, coercion, intimidation and sarcasm from sport;
  - h) Respect and show appreciation to all competitors, and to the officials and other volunteers who give their time to the sport;
  - i) Refrain from the use of bad language, nor harass competitors, officials, parents/guardians or other spectators.