



Code of Conduct - Ontario

Policy # C01-24

Approval Date: 2025-10-14

Year of Next Review: 2027

a) Intent

The **ATV CLUB OF EASTERN ONTARIO INC. ("ATVCEO")** is committed to providing a safe, healthy volunteer environment that promotes a high level of satisfaction and a respectful work environment. It is a shared responsibility of all board members to always conduct themselves ethically and professionally, including while attending Club events.

b) Guidelines

While representing **ATVCEO** at Club events, board members are expected to follow the standard set out by this code of conduct. Club events include but are not limited to:

- Offsite meetings, including seminars, conferences, or training;
- Celebratory gatherings;
- Holiday parties;
- Team-building events;
- Volunteer or charity events;
- Networking events;
- Job fairs or trade shows;
- Club-sponsored events; or
- any other events that board members attend during or outside work hours where they represent the Club.

In rare cases, board members may be allowed to consume alcohol (no recreational drugs allowed whatsoever, including recreational cannabis) during Club events. The event organizers will determine and communicate with the Board before the event when alcohol use is appropriate or permitted. The Board reserves the right to prohibit consumption of alcohol at any Club-sponsored events.

Violation of the code of conduct may result in disciplinary action, and in certain cases removal from the board, or termination of being a member of the **ATVCEO**.

c) Respectful Conduct

Club events can be an opportunity for Club members to socialize and celebrate Club success. As such, Club events must remain a respectful environment free of harassment and behaviour detrimental to the Club.

While in attendance at Club events, board members are expected to:

- Act respectfully at all times;
- Refrain from making derogatory comments towards other attendees or individuals involved with the event;
- Report to the appropriate authority any witnessed misconduct or concerns regarding the behaviour of attendees;
- Refrain from participating in spreading gossip or rumours;
- Respect any rules or standards established by the venue or event coordinators; and
- Act in a manner that positively represents the organization and its interests.

d) Unacceptable Behaviour

Unacceptable behaviour at Club events includes but is not limited to:

- Causing physical harm to another person;
- Threats or harassing behaviour, including verbal, physical, or sexual harassment;
- Willful damage or destruction of property;
- Possession of a weapon while attending a Club event;
- Disorderly, immoral, or indecent conduct;
- Violation of any health and safety practices, policies, or procedures that may be in effect;
- The use, possession, sale, or dispensation of any illegal drug;
- Theft; and
- any behaviour that adversely affects the board members' reputation.

e) Alcohol

Where alcohol is served and permitted at a given Club event, **ATVCEO** expects attendees to drink responsibly and prohibits drinking and driving. When attending Club events where alcohol is being served, members and/or board members must:

- Arrive at the Club event sober;
- Only consume alcohol in moderation, where it is allowed, and in appropriate areas;
- Monitor their guests for signs of intoxication; and
- Refrain from abusing any system that limits alcohol consumption (for example, stealing drink tickets).

f) Cannabis

While not authorized to do so, any board member who consumes recreational drugs (example: cannabis or cannabis products) at a club event will automatically be considered under the influence and unfit to drive, regardless of the amount consumed. Any unauthorized Board member who plans on consuming recreational drugs must plan for his/her transportation home from the event in advance.

g) Driving Under the Influence

Under no circumstance should any board member drive while intoxicated or under the influence of recreational drugs, alcohol, or any other substance that could cause impairment. The Club will take reasonable steps to ensure that members leaving Club events do so safely.

h) Zero Tolerance

There is zero tolerance whatsoever for consuming alcohol or any recreational drugs for any board member and any volunteer who works on a trail project or acts as a warden or participates in any club activity. To be clear, all must not consume alcohol or recreational drugs in these circumstances, unless this is a rare authorized event as referred to under the guidelines (section b) above).

i) Dress Code

While attending Club events, **ATVCEO** requires all board members to present themselves professionally regarding attire, hygiene, and appearance. Dress code requirements vary by type of event but are appropriate for the specific event. For example, a networking event may require business professional attire, whereas athletic attire may be appropriate for a team-building event. The Club will communicate specific dress codes for each event, as appropriate. These standards align with organizational practices of appropriate business conduct, professionalism, and dress code.

APPROVED

Club President: Ray Allen Guay

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Approved

Secretary: Serge Huot

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Serge Huot 2025.10.14