SPP 9.25: Code of Conduct and Ethics	26-02-02
Purpose	This Statement of Policy and Procedure promotes and ensures a safe and positive environment within PHE Canada's programs, activities, and events by making all organizational representatives and members aware that there is an expectation, at all times, of appropriate behaviour consistent with PHE Canada's values. It reinforces that PHE Canada supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect and fairness.
Scope	This Statement of Policy and Procedure applies to those engaging directly or indirectly in PHE Canada business, programs, activities, conferences and events. More so, it applies to the organizational representatives and members to ensure that we are collectively supporting children, youth, young adults, our colleagues, and the reputation of our practice.

1. POLICY (what we do)

1.1. PHE Canada upholds 5 core principles:

- Respect for inherent value and dignity of all, respecting differences, intersectionality and fundamental human rights.
- The pursuit of a learning environment and opportunities free of maltreatment - one that promotes equal opportunity and prohibits discriminatory practices.
- Service towards individual and collective health and well-being.
- Integrity of the PHE practice.
- Competence in PHE practice.

1.2. Every organizational representative and member has a responsibility to uphold these principles. This means not engaging in, allowing, condoning or ignoring behaviours that violate this code.

1.3. PHE Canada will not tolerate, ignore, or condone any form of discrimination, harassment, violence, any form of maltreatment or prohibited behaviour perpetrated by a representative against another representative, within the scope of application of this code. It is a violation of this code for organizational representatives and members to engage in maltreatment.

1.4. PHE Canada will ensure that an investigation is conducted when it becomes aware of any form of discrimination, harassment, violence, any form of maltreatment or prohibited behaviour involving an organizational representative or member.

1.5. While PHE Canada has adopted the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS), it does not automatically apply to teachers in their role as classroom educators. However, teachers who serve in dual roles—such as coaching school sport teams under a body that has adopted the UCCMS—are bound by the UCCMS in their capacity as coaches. PHE Canada encourages alignment between school sport policies and the UCCMS to ensure safe, inclusive, and respectful environments for all students and participants. The UCCMS names the following prohibited behaviours:

- Physical Maltreatment
- Psychological Maltreatment
- Neglect
- Sexual Maltreatment
- Grooming
- Boundary Transgressions

- Discrimination
- Failing to Report
- Aiding and Abetting
- Retaliation
- Interference with or Manipulation of Process
- False Reports

1.6. Any modifications or amendments made to the UCCMS will come into effect immediately upon their adoption and automatically, without the need for any further action by PHE Canada.

1.7. It is a violation of this code for any organizational representative or member to place another individual in a situation that makes them vulnerable to discrimination, harassment, violence, any form of maltreatment or prohibited behaviour.

1.8. An organizational representative or member who violates this code may be subject to sanctions pursuant to PHE Canada's Discipline and Appeal Policy.

1.9. An employee of PHE Canada found to have engaged in discrimination, harassment, violence, any form of maltreatment or prohibited behaviour against any other employee, organizational representative, contractor, member, customer supplier, client, or third-party during business hours, or at any PHE Canada sanctioned event, will be subject to appropriate disciplinary action subject to the terms of PHE Canada's human resources policy as well as the employee's employment agreement (if applicable).

1.10. It is a breach of this policy for any organizational representative or member to engage in any act that threatens or seeks to intimidate another individual with the intent of discouraging that representative from filing, in good faith, a complaint pursuant to any organization policy.

1.11. It is a breach of this policy for an organizational representative or member to file a complaint for retaliation, retribution, or reprisal against any other representative. Any organizational representative or member found to be in breach of this section shall be liable for the costs related to the disciplinary process required to establish such a breach.

1.12. The collection, use and disclosure of any personal information pursuant to this policy is subject to PHE Canada's privacy policy.

2. PROCEDURES (how we do it)

2.1. PHE Canada organizational representatives and members have a responsibility to maintain and enhance the dignity and self-esteem of PHE Canada and its members by:

- Demonstrating respect to individuals regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, or disability.
- Focusing comments or criticism appropriately, and avoiding public criticism of organizers, volunteers, employees, or members.
- Consistently demonstrating ethical conduct as defined in the Code of Conduct and Ethical Practice Guidelines.
- Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory.
- Consistently treating individuals fairly and reasonably.

- Refrain from any behaviour that constitutes harassment, workplace harassment, sexual harassment, workplace violence, discrimination, or any form of maltreatment, or prohibited behaviour under this policy and the UCCMS.
- Know what actions or behaviours constitute harassment, workplace harassment, sexual harassment, workplace violence, discrimination, any form of maltreatment, or prohibited behaviour.
- Refrain from the use of power imbalance or authority in an attempt to coerce another person to engage in inappropriate activities.
- Not consume substances in the workplace (subject to any requirements for accommodation), not consume substances in situations where minors are present, and take reasonable steps to manage the responsible consumption of substances in adult-oriented social situations associated with PHE Canada-sanctioned events.
- Respect the property of others and do not wilfully cause damage.
- Report any concerns, incidents and/or knowledge of maltreatment, including threats of maltreatment.
- Cooperate fully with any PHE Canada investigation, and the discipline and appeal process.
- Adhere to all federal, provincial, municipal and host country laws.
- Comply, at all times, with PHE Canada's bylaws, policies and procedures, as adopted and amended from time to time.

2.2 Organizational representatives will have the additional responsibilities to:

- Function primarily as a director or committee member of PHE Canada, not as a member of any other particular membership or constituency.
- Act with honesty and integrity, and conduct themselves in a manner consistent with the nature and responsibilities of PHE Canada's business and the maintenance of individuals' confidence.
- Ensure that PHE Canada's financial affairs are conducted responsibly and transparently with due regard for all fiduciary responsibilities.
- Conduct themselves openly, professionally, lawfully and in good faith in the best interests of PHE Canada.
- Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism.
- Behave with decorum appropriate to both circumstance and position.
- Keep informed about PHE Canada's activities and general trends in the sectors in which they operate.
- Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which PHE Canada is incorporated.
- Respect the confidentiality appropriate to issues of a sensitive nature.
- Respect the decisions of the majority and resign if unable to do so.
- Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings.
- Have a thorough knowledge and understanding of all PHE Canada governance documents.
- Adhere to the bylaws, policies and procedures approved by PHE Canada.

3 DEFINITIONS

- Aiding and Abetting
- Boundary Transgressions
- Disclosure
- Discrimination
- Employee
- Failing to Report
- False Reports
- Grooming
- Interference with or Manipulation of Process
- Maltreatment
- Neglect
- Organizational Representative
- Physical Maltreatment
- Power Imbalance
- Psychological Maltreatment
- Retaliation
- Sexual Maltreatment
- UCCMS

4 RELATED FORMS / RESOURCES

- Discipline and Appeal Policy

Key Terms	Definition	SPP usage
Aiding and Abetting	Doing anything to help maltreatment take place. This includes directly assisting, furthering, facilitating, promoting, or encouraging it. It can also include allowing someone who is suspended to participate in the adopting organization's activities.	SPP 9.25
Boundary Transgression	Boundary transgressions are interactions or communications that go beyond what is expected or appropriate. A boundary transgression can be difficult to identify. It depends on context, including the age of the people involved and whether there is a power imbalance. It may not be maltreatment but is still inappropriate under the circumstances.	SPP 9.25
Disclosure	The sharing of information by an individual regarding an incident or a pattern of Maltreatment experienced by that individual. Disclosure does not constitute a formal report that initiates a process of investigation to address the Maltreatment.	SPP 9.25
Discrimination	Unfair or improper behaviour, whether intentional or not, that results in differential treatment of an individual based on one or more of any grounds of discrimination prohibited by human rights legislation, including, but not limited to: race, citizenship, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identify or expression, marital status, family status, genetic characteristics or disability. A person does not have to intend to discriminate for the behaviour to be discrimination. It is enough if the person knew or ought reasonably to have known that their behaviour would be inappropriate or unwelcome.	SPP 9.25
Employee	Individuals employed by, or engaged in activities with PHE Canada, including independent contractors.	SPP 9.25
Failing to Report	A legal, moral or professional duty to report information that has not been disclosed.	SSP 9.25
False Report	A false statement knowingly made to authorities with the intent to mislead or accuse someone. This is different from an unsubstantiated allegation, where there isn't enough evidence to determine whether it's true or not. Reporting an unsubstantiated allegation is not necessarily a violation, unless it's made in bad faith.	SSP 9.25
Grooming	Grooming involves conduct that makes someone more vulnerable to sexual maltreatment. The grooming process is often gradual and involves building trust and comfort with a person, and sometimes also with the trusted adults and peers around the person. It may begin with subtle behaviours that may not appear to be inappropriate but that can serve to sexualize a relationship, reduce sexual inhibitions, or normalize inappropriate behaviour. It may include the testing of boundaries (like seemingly accidental touching) that gradually escalates to sexual maltreatment (for example, sexualized touching). Repeated boundary transgressions might be grooming.	SPP 9.25
Interference with or Manipulation of Process	Action taken to directly or indirectly subvert or interfere with an investigation or disciplinary process. That could include interfering with evidence, harassing or intimidating anyone involved, failing to comply with sanctions, or publicizing information that should be confidential. However, it is not a violation if a survivor of abuse hides information, whether out of embarrassment or shame, or to protect the perpetrator.	SSP 9.25
Maltreatment	A volitional act and/or omission that results in harm or has the potential for physical or psychological harm.	SSP 9.25
Neglect	Any pattern or a single serious incident of lack of reasonable care, inattention to an individual's needs, nurturing or well-being, or omissions in care. Neglect is determined by the objective behaviour, but the behaviour must be evaluated with consideration given to the individual's needs and requirements, not whether harm is intended or results from the behaviour.	SPP 9.25

Organizational Representative	Individuals employed by, or engaged in activities with PHE Canada, including, but not limited to, volunteers, managers, administrators, committee members, and Directors and Officers of PHE Canada.	SPP 9.25
Physical Maltreatment	Any pattern or a single serious incident of deliberate conduct, including contact behaviours and non-contact behaviours, that has the potential to be harmful to a person's physical or psychological well-being. Physical Maltreatment includes, without limitation, contact or non-contact infliction of physical harm. Physical Maltreatment is determined by the objective behaviour, not whether harm is intended or results from the behaviour.	SPP 9.25
Power Imbalance	A power imbalance may exist when, based on the circumstances, a teacher, coach, or other adult holds supervisory, evaluative, caregiving, or disciplinary authority over a student or athlete. This imbalance can arise in classroom, extracurricular, and school sport settings where the adult is responsible for instruction, assessment, mentorship, or safety. Maltreatment occurs when this power is misused. Once a teacher–student or coach–athlete relationship is established, a power imbalance is presumed to exist throughout the relationship, regardless of the student's or athlete's age. For minors, this presumption continues after the relationship has ended or until the individual reaches 25 years of age. A power imbalance may exist—but is not presumed—where an intimate relationship existed prior to the educational or coaching relationship (e.g., between spouses, life partners, or consenting adults in a pre-existing relationship).	SPP 9.25
Psychological Maltreatment	Any pattern or a single serious incident of deliberate conduct that has the potential to be harmful to the psychological well-being of a person. Psychological Maltreatment includes, without limitation, verbal conduct, non-assaultive physical conduct, and conduct that denies attention or support. Psychological Maltreatment is determined by the objective behaviour, not whether harm is intended or results from the behaviour.	SPP 9.25
Retaliation	An act of harm, revenge or aggression committed as a response to an actual or perceived harm. Retaliation includes, without limitation, threatening, intimidating, harassing, or coercing anyone who is participating in the process. Discouraging someone from reporting, or from participating in the process, is also a violation. If retaliation occurs, it can and should be reported.	SSP 9.25
Sexual Maltreatment	A course of vexatious comment or conduct against an individual because of sex, sexual orientation, gender identify or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advance to the individual and the person knows or ought reasonably to know that the solicitation or advance is unwelcome. Types of behaviour that constitute Sexual Harassment include, but are not limited to: • Sexist jokes. • Threats, punishment, or denial of a benefit for refusing a sexual advance. • Offering a benefit in exchange for a sexual favour. • Demanding hugs and physical contact. • Bragging about sexual ability. • Leering (persistent sexual staring). • Sexual assault. • Display of sexually offensive material. • Distributing sexually explicit messages or attachments such as pictures or video files. • Sexually degrading words used to describe an individual. • Requiring identification of gender identity, unwelcome inquiries into or comments about an individual's gender identity or physical appearance. • Inquiries or comments about an individual's sex life.	SPP 9.25

	• Persistent, unwanted attention after a consensual relationship ends. Persistent unwelcome sexual flirtations, advances, or propositions; and persistent unwanted contact.	
UCCMS	Universal Code of Conduct to Prevent and Address Maltreatment in Sport, https://sportintegritycommissioner.ca/uccms	SPP 9.25