



Alberta Golf Code of Conduct Agreement

Overview

Alberta Golf expects its Employees and Volunteers to conduct themselves ethically and to demonstrate a courteous, conscientious manner when representing Alberta Golf. All Employees and Volunteers are obliged to sign this Code of Conduct. A copy of these signed documents will be kept in the Alberta Golf office in the care of the CEO.

Definitions

Member means any current or prospective Member Club or Individual with whom a Volunteer or Employee has contact in the course of their role on behalf of Alberta Golf.

Volunteer means a person who has signed this Code and gives unpaid service to Alberta Golf on a regular or occasional basis, and includes Directors, Referees, Course Raters and Committee Members.

Employee means a person who is employed by Alberta Golf and engaged in its operations on a regular or occasional basis, and includes full-time staff, part-time staff, contractors and summer interns.

Stakeholder means any other individual or organization involved in the work of Alberta Golf.

Procedural Details

Volunteers and Employees are required to:

- a. Treat all Members, Volunteers, Employees and Stakeholders of Alberta Golf with respect;
- b. Behave courteously, conscientiously, and ethically while representing Alberta Golf;
- c. Contribute to a positive and healthy operating environment by demonstrating positive interpersonal relations; appreciating differences; and acting with honesty, integrity and transparency;
- d. Abide by applicable laws.

Breaches Regarded as Serious Misconduct

The following are considered serious acts of misconduct:

1. Action or speech which is humiliating, insubordinate, dishonest, threatening, degrading, bullying, exploitive, sexist, illegal, or racist.
2. Acceptance of bribes.
3. Breach of law for the protection of children, the integrity and safety of the person, or property.
4. Disclosing, without authorization, information concerning Alberta Golf that has been clearly identified as "confidential" by the Board of Directors, or CEO.



5. Accessing inappropriate websites and/or electronic message Boards; sending e- mail related to sites/subjects that advocate illegal activities, or are sexual and/or pornographic in nature, using Alberta Golf computers/systems.

Reporting of Breaches

1. Anyone who believes that a serious act of misconduct has occurred must report such concerns.
2. Anyone who has concerns about other breaches is encouraged to report such concerns.
3. Anonymous reporting of breaches is discouraged, as it is less credible. Such reports will be considered in light of the seriousness of the alleged breach, and the likelihood of confirming the allegation.
4. Breaches should be reported to an immediate supervisor, any Member of the Board, or to the CEO of Alberta Golf, who will determine appropriate action or referral.

Protection from Retaliation

No one shall be penalized, discharged, suspended, threatened, harassed, transferred to an undesirable assignment or location or discriminated against for communicating information about a suspected breach of the Code of Conduct that the person reasonably believes is true and is not being reported either for personal gain or for any ulterior motive. Retaliation by any Volunteer or Employee of Alberta Golf will be treated as serious misconduct and will result in disciplinary action. All reports of incidents that are made maliciously or otherwise not in good faith will also be treated as serious misconduct.

Confidentiality

All concerns reported will be treated as confidential to the fullest extent permitted by law. Persons are encouraged to give their names with any information they communicate, as this will usually assist in the investigation of the matter disclosed. Information communicated will only be disclosed to those persons who have a need to know so that they can respond to the reported concern.

Off Duty Conduct

Volunteers and Employees may be seen as Alberta Golf representatives at any time. Off duty activities which adversely affect Members, Volunteers, Employees or Stakeholders of Alberta Golf, or discredit Alberta Golf will also be considered under this Code of Conduct.

Responsibilities

1. The Board of Directors is responsible for communicating, monitoring, and revising this policy.



2. Volunteers and Employees are responsible for upholding this Code of Conduct and reporting any concerns to their supervisors, a member of the Board or the CEO.

Disciplinary Action

1. Volunteers who have been reported for a breach of the Code of Conduct will be investigated by the Nominating & Governance Committee.
2. The Nominating & Governance Committee is responsible for investigating complaints about Volunteers or the CEO and determining any disciplinary action to be taken including reprimand, suspension, or expulsion.
3. The CEO is responsible for investigating complaints about Employees and determining any disciplinary action to be taken.
4. The Board of Directors is the appeal body, should any individual wish to appeal the decision of the Nominating & Governance Committee or the CEO.

Acknowledgement of Compliance

I agree to abide by and comply with the Code of Conduct Agreement as described in this document.

Signature

Date

Name