



## CODE OF CONDUCT FOR GALT CURLING CLUB

The purpose of this Code of Conduct is to outline a framework that defines values, to which we – Galt Curling Club as a club, and our employees, conduct our affairs with members and other all interested parties.

This Code is not a substitute for our responsibility and accountability to exercise good judgment and obtain guidance on proper business conduct. .

### *As Management we commit to:*

- Respect Federal and Provincial laws
- Demonstrate respect and value to our members
- Respect and protect the proprietary and confidential information entrusted to each of us by name of Galt Curling Club, specifically ensuring that all member information is maintained confidential to the business
- Treat all employees with respect and dignity to create a healthy work environment where all employees contribute to and benefit from the club's successes
- Support the role of management and demonstrate alignment to business decisions
- Take responsibility for our decisions and our actions
- Take pride in our unique workforce and view it as a competitive advantage
- Maintain a work environment that is free from discrimination or harassment
- Treat colleagues with respect, dignity, fairness and courtesy
- Continue to evolve our club with a focus on current and future success to enhance value for our members
- Abide by and support others to adhere to this Code of Conduct

### *Employees commit to:*

- Engage only in those business and practices that contribute to a positive relationship with potential and existing members
- Demonstrate respect and value to our members
- Respect and protect all proprietary and confidential information of Galt Curling Club, ensuring that all client information is maintained confidential to the business
- Respect competitors and their services and represent them in a way that distinguishes Galt Curling Club's values
- Recognize and demonstrate that we are ambassadors and representatives of Galt Curling Club in our community and ensure that we maintain a professional and positive image of Galt Curling Club at all times
- Work collaboratively with colleagues and demonstrate respect and dignity towards them
- Use the resources made available by Galt Curling Club to support individual success in each role and function

- Make an honest effort to fulfill our duties and responsibilities
- Treat all Galt Curling Club employees including colleagues, peers with respect, dignity, fairness and courtesy
- Recognize the importance of our image and act professionally in all meetings and gatherings both at Galt Curling Club and while on Galt Curling Club business
  
- Respect Federal and Provincial laws as they pertain to our personal and professional activities
- Abide by and encourage others to adhere to this Code of Conduct

*Respect is a key ingredient to Galt Curling Club's Code of Conduct and consists of:*

- Trust and honesty
- Nonviolence and non-harassment
- Building a person up instead of tearing them down
- Giving credit where credit is due

Date: November, 2022

Galt Curling Club reserves the right to amend this policy at any time

# AGREEMENT – GALT CURLING CLUB’S CODE OF CONDUCT POLICY

We are pleased to welcome you to the Galt Curling Club’s team.

All employees, whether seasoned or new, may occasionally need to consult the Code of Conduct. This document is intended as an easy-to-use reference tool containing the answers to your main concerns. Should any of your questions remain unanswered, please feel free to contact Galt Curling Club 519-621-6020.

And last comment, all the Galt Curling Club policies are evolving documents that may be adapted as appropriate to reflect cultural and organizational changes as well as the modifications that are constantly being made to government regulations. We Galt Curling Club are committed to maintaining open and transparent communication with all employees and will provide updated policies (where applicable) in a timely manner.

## ACKNOWLEDGEMENT OF HAVING READ AND UNDERSTOOD THE CODE OF CONDUCT

I,\_\_\_\_, attest that I have read the Code of Conduct and its’ various components, including the following:

I acknowledge having received all the relevant information that I need in order to have a good understanding of the content and scope of this policy.

\_\_\_\_\_  
**Employee – Print Name**

\_\_\_\_\_  
**Employee – Signature      Date**

\_\_\_\_\_  
**Employer – Print Name**

\_\_\_\_\_  
**Employer – Signature      Date**

*The original copy is given to the employee and the employer retains a photocopy for their files.*