

St. John's Rod and Gun Club

Code of Conduct, Values and Ethics

Code of Conduct, Values and Ethics
St. John's Rod and Gun Club

1. Interpretation and Application:

- a. This Code exemplifies the values and ethical standards expected of officials of the SJRGC for the purpose of guiding and supporting them in their duties and activities. It applies to all officers and directors of the SJRGC, and shall include committee members for the purposes of this Code (collectively its "officials".)
- b. The Code is ancillary to the Memorandum of Association and the By-Laws of the SJRGC (collectively "the By-Laws") and as such, the Code complements, and is to be applied in conjunction with, the By-Laws.

2. Objectives:

- a. Adherence to the Code will foster confidence by the membership in the integrity of its officials, and will strengthen the internal governance and transparency of the SJRGC.

3. Values and Ethics:

- a. Officials shall be guided in their work and conduct by a balanced framework of professional values and serve their office with competence, excellence, efficiency, and impartiality.
- b. Officials shall maintain political neutrality in the discharge of their duties of office.
- d. Officials shall endeavour to ensure the proper, effective and efficient use of SJRGC financial resources.
- c. No official will use any information provided, presently or in the future, by the SJRGC or acquired as a consequence of the official's service to the SJRGC in any manner other than in furtherance of the official's duties as a official of the SJRGC. Further, no official will misuse SJRGC property or resources, and will at all times keep the SJRGC's property secure and not allow any person not authorized by the Board of Directors to have or use such property.

4. Conflicts of Interest:

- a. Officials shall conduct themselves at all times with a view to maintaining the good image and reputation of the SJRGC.
- b. For the purposes of this Code, a person is in a conflict of interest when he/she exercises an official power, duty or function that provides an opportunity to further his/her private interests or those of his/her relatives or friends, or to improperly further another person's private interests.
- c. Officials shall not accept or authorize transactions in respect of which may flow, directly or indirectly, personal benefit or gain.
- d. Officials shall not accept or solicit any gifts, hospitality or other benefits that may have a real or apparent influence on their objectivity in carrying out their duties or place them under any obligation to the benefactor or perceived benefactor.
- e. It is the duty of each official to recognize if he/she is involved in a potential conflict of interest and subsequently report the particulars in writing to the Secretary of the SJRGC without delay.
- f. Officials shall arrange their private affairs so as to avoid any real, potential, or apparent conflict of interest.
- g. Where the Secretary of the SJRGC is made aware of a potential conflict of interest the Secretary shall inform the Board of Directors of the particulars in writing without delay.

Adopted January 2024

Code of Conduct, Values and Ethics
St. John's Rod and Gun Club

5. Discrimination:

In discharging their duties and obligations, officials shall be vigilant to avoid, promoting or engaging in conduct that is or could reasonably be considered to be discriminatory against one or more other persons, including other officers and directors, club members, and members of the public.

For purposes of the foregoing, discrimination and discriminatory conduct occurs when one or more persons are treated less favourably than another person or group of persons, in the same or similar circumstances, for reasons actually or ostensibly based on age; race (including colour, descent, national or ethnic origin) sex, marital status, pregnancy, family responsibilities; disability, political or religious conviction; and sexual orientation or gender history.

6. Conduct:

a. Every allegation of conflict of interest or improper or discriminatory conduct shall be reviewed by the Executive or a committee appointed by the Executive, to report to and make recommendations to the Board of Directors within a timely manner. The Board shall take the appropriate action, including the official's possible removal from the Board or committee, in accordance with the relevant procedure, if any, prescribed by the By-Laws.

b. Officials shall inform the Secretary in writing within 48 hours of being charged with an offence contrary to the *Criminal Code*.

c. Where the Secretary is made aware of an alleged criminal offence, the Secretary shall inform the Board of Directors of the particulars in writing, without delay.

d. After a full review of the seriousness of the alleged offence and its potential impact on the SJRGC, the Board of Directors shall take the appropriate action, which may include suspension or dismissal in accordance with the By-Laws.