

## CANADIAN ASSOCIATION OF HARNESS DOG SPORTS (“CAHDS”)



# CAHDS BOARD & COMMITTEES CODE OF ETHICS

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*Last updated: January 2023*

## 1 Purpose

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- 1.1. The purposes of this document are:
- A. To establish a set of principles and practices for members of the CAHDS Board of Directors (the “Board”) that will set parameters and provide guidance for board conduct and decision-making; and
  - B. To establish a set of principles and practices for any and all members of CAHDS Committees (“Committee Members”) that will set parameters and provide guidance for Committee Members’ conduct and decision-making.

## 2 Application

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- 2.1. This document specifically applies to the Board and all Committee Members.
- 2.2. The Board and all Committee members are required to adhere to the guidelines contained in this document in order to maintain their position on the Board and/or Committee.
- 2.3. The Board and all Committee members are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities as part of the Board and/or Committee(s). The Board and all Committee Members pledge to accept this code as a minimum guideline for ethical conduct while serving as a CAHDS Director or Committee Member.
- 2.4. Where this document conflicts with the guiding document of a particular Committee, the Committee’s guiding document takes precedence. All items of this document which

do not conflict with the Committee's guiding document continue in full force and effect.

### **3 Ethical Responsibilities**

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#### **3.1 Accountability**

- A. Faithfully abide by the by-laws and policies of CAHDS.
- B. Exercise reasonable care, good faith and due diligence in organization affairs.
- C. Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest.
- D. Fully disclose, at the earliest opportunity, information that may have significance in Board or Committee decision-making.

#### **3.2 Communication & Non-Discrimination**

- A. Maintain a professional level of courtesy, respect, and objectivity in all CAHDS activities and with other Board and/or Committee Members.
- B. Respect the diversity of opinions as expressed or acted upon by the Board and/or Committee and formally register dissent as appropriate.
- C. Promote collaboration, cooperation, and partnership among Board and/or Committee Members.
- D. Refrain from engaging in any bullying behaviour.
- E. All Board and Committee Members shall act without discrimination on the basis of geography, socio-economic status, gender, sexual orientation, national origin, race, religion, age, political affiliation or disability, or private interpersonal conflict, in accordance with all applicable legal and regulatory requirements.
- F. All official communications made to or on behalf of CAHDS shall be made through the CAHDS email account ([acsca.cahds@gmail.com](mailto:acsca.cahds@gmail.com)). No communication to or from CAHDS shall be made via any other means, including private message or conversation.

#### **3.3 Confidentiality**

- A. All communication between Board and/or Committee Members should be considered confidential and may not be disclosed to outside parties, including Regional Organizations, during or after the Board/Committee Member's term of service, without the prior consent of the Board.
- B. All documentation created by the Board and/or Committee Members should be considered confidential and may not be disclosed to outside parties, including Regional Organizations, without prior consent of the Board.
- C. All Board and Committee Members shall respect the confidentiality of sensitive information known due to Board and/or Committee service.
- D. All Board and Committee Members will take precautions to ensure that unauthorized individuals do not see any confidential documents or overhear any discussion of confidential information as it is related to the Board and/or Committee business.

- E. Unauthorized disclosure of confidential or privileged information is a serious violation of the Board and/or Committee Member's ethical obligations to the Board and/or Committee and will subject the individual(s) who made the unauthorized disclosure to appropriate discipline, which may include removal/dismissal.

#### 3.4 **Personal Gain**

- A. Each Board and/or Committee Member shall exercise the powers invested in them by virtue of their position for the good of the Association as a whole, rather than for personal benefit or the benefit of the Region or Regional Organization to which the individual belongs.
- B. Information or materials belonging to CAHDS shall not be used for personal benefit - financial or otherwise.

#### 3.5 **Financial Responsibility**

- A. All Board Members shall be accountable for the prudent fiscal management of the Association and shall report to the Association's members, the Board as a whole, any relevant Committee, and any government body as may be required.
- B. A review of the Association's raw bank transaction history shall be provided for the review of the Board monthly. A minimum of two (2) Board members in addition to the Treasurer must review this information within 30 days of receipt.