



## Code of Ethical Conduct

Purpose: To provide clear guidance to SORCA Board members, staff, sponsors and partners on what is considered ethical and professional behaviour as a representative or partner of SORCA.

### ***SORCA Staff and Board:***

SORCA staff and board members dedicate themselves to carrying out the mission of this organization. In doing so, they will:

1. Recognize that the chief function of SORCA at all times is to serve the best interests of our membership and community;
2. Accept as a personal duty the responsibility to keep up-to-date on emerging issues and to conduct ourselves with professional competence, fairness, impartiality, efficiency, and effectiveness;
3. Be cognizant that personal statements may be misunderstood as statements on behalf of SORCA and take due care to avoid such miscommunications;
4. Conduct organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion;
5. Exercise whatever discretionary authority we have under the law to carry out the mission of the organization;
6. Serve with respect, concern, courtesy, and responsiveness in carrying out the organization's mission;
7. Treat all others in the organization and the broader community fairly and with respect;
8. Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all of our activities in order to inspire confidence and trust in our organization;
9. Avoid any interest or activity that is in conflict with the conduct of our official duties;
10. Respect and protect privileged information to which we have access in the course of our official duties;
11. Share all information that may be relevant to an issue under deliberation or to an issue of potential interest, with the Board;
12. Respect the Board's decision-making authority; and
13. Strive for personal and professional excellence and encourage the professional developments of others.

SORCA board members and staff will not:

1. Deceive, defraud, or mislead SORCA board members, officers, staff members, managers, supervisors, other associates, members or those with whom SORCA has business or other relationships;
2. Misrepresent SORCA in any negotiations, dealings, contracts, or agreements;
3. Discriminate against or objectify any individual, group, or entity based on race, colour, creed, First Nations status, age, sex (including pregnancy and childbirth), national origin, religion, marital status, veteran or military status, disability, sexual orientation, family responsibility, or political affiliation;
4. Participate in bullying or harassment. Examples include, among other things: verbal or written aggression or insults, calling someone derogatory names, vandalizing personal belongings, spreading malicious rumours, creating a hostile or deliberately unwelcoming environment for any identified individual or group;
5. Divulge or release any information of a proprietary or confidential nature relating to SORCA's plans, mission, operational databases or other confidential matters without Board approval;
6. Obtain a personal advantage or benefit due to relationships established through SORCA;
7. Act beyond the scope of authority specifically delegated or approved by the Board;
8. Withhold their best efforts to perform their duties to acceptable standards;
9. Withhold relevant information from the Board;
10. Engage in unethical business practices of any type;
11. Use SORCA property, financial resources, or services of SORCA personnel for personal benefit; or
12. Engage in any other behaviour that would bring SORCA into disrepute.

Infractions of this Code of Conduct are to be reported directly to the president or vice president, who shall, in their determination, bring the infraction to the full executive committee for appropriate disciplinary action.

### ***SORCA Sponsors and Partners***

We know our partners and sponsors share our values and commitment to an inclusive and positive mountain biking and trail user community. SORCA requests that current and prospective sponsors and partners be committed to upholding the spirit of the Code of Ethical Conduct outlined above.

Reports of behaviour contrary to this Code of Ethical Conduct and/or clear infractions of the Code will be carefully reviewed by the SORCA board. The Board will consider infractions as potential grounds for termination of an existing sponsorship or partnership or as reason for not entering into new partnership or sponsorship agreements. Any such decision will be officially shared in writing.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 202\_

Signature