

SPORTMEDBC Employee Policies and Procedures

June 2016

The following policies outline the rights, entitlements and considerations for SportMedBC employees and contractors. The policies also provide direction and consistency in dealing with employees and contractors by the association.

1. Employee Code of Conduct

SportMedBC is a service organization and as such expects all employees to act in a professional, knowledgeable, responsible and courteous manner at all times to SportMedBC Members, other staff, partners, funders and the general public. Such behavior fosters a positive and productive working environment for all staff.

Employees represent the organization. Employee behaviour, written and verbal communication and appearance should always reflect the values of SportMedBC.

Employees are expected to assist and cooperate with other employees to ensure that work is performed in a productive and efficient fashion. Employees are expected to respect the right of other employees, contracts, members and volunteers to work in an environment free from harassment and discrimination.

The organization's judgement, through the Executive Director and the Board of Directors, determines what is considered to be acceptable and non-acceptable behaviour and conduct. An employee's conduct is not acceptable simply because the employee believes it to be. An employee may also not excuse his or her conduct because these policies do not specifically prohibit the behaviour or conduct in question.

- Note: "SportMedBC accepts all language contained in the British Columbia Universal Code of Conduct (BC UCC). A copy of the code is hosted here: www.viasport.ca/bc-universal-code-of-conduct"