

POLICY, RULES AND PROCEDURES REGARDING THE PROTECTION OF INTEGRITY

The masculine gender is used in this document as a neutral gender. The use of the masculine gender is intended to simplify the text and make it easier to read.

A. PREAMBLE

As part of its mission, Québec Subaquatique has a responsibility to protect its members by providing a safe, fair and trustworthy environment at all levels and stages, whether local, regional, provincial, national or international.

Therefore, Québec Subaquatique will not tolerate any form of abuse, harassment, neglect or violence, whether physical, psychological or sexual, in all programs and activities offered by itself and its members: regular, associate, commercial, affinity and honorary members, in accordance with the regulations it enacts,]=which are considered to be "sanctioned" programs and activities. Québec Subaquatique recognizes the importance of taking reasonable measures to prevent and intervene in order to put an end to any form of abuse, harassment, negligence or violence when such a practice is brought to its attention, and it is in this context that it has adopted the present policy, as well as a Code of Conduct setting out the main duties associated with the exercise of the activities it governs, this Code being an integral part of the present Policy. This present Policy and the Code of Conduct are expressly binding on the members of Québec Subaquatique. The fact that many of its members (e.g., animators, instructors, and administrators) are in positions of authority with respect to other members warrants Québec Subaquatique to take leadership in providing a healthy (federated) environment.

The following integrity protection policy is intended to be an internal governance tool to which all persons listed in section C below are subject, and which aims to regulate the behaviors of said persons so that these behaviors are at all times consistent with our mission.

The present policy does not replace and/or substitute any law, regulation or other provision that may be applicable.

The complaint procedure set forth in this Policy does not replace and/or substitute the procedures for any action before the courts of common law.

For the purposes of this Policy, the definitions of the terms used are attached under letter A and the Code of Conduct is attached under letter B.

B. OBJECTIVES

The provisions of this Policy established by Québec Subaquatique are intended:

- a) To raise awareness for all persons closely or remotely involved in the (federated) environment of the fact that any form of abuse, harassment, neglect or violence is not tolerated;
- b) To take reasonable measures to provide a healthy (federated) environment, free from abuse, harassment, neglect or violence;

- c) To implement measures that promote respect for the dignity and the psychological, physical and sexual integrity of the people in the (federated) environment;
- d) To support the reporting of abusive, harassing, neglectful or violent behavior, words, actions or gestures as soon as they occur;
- e) To establish an effective integrity protection procedure, providing access to a formal process for handling complaints of abuse, harassment, neglect or violence by an integrity protection committee and beforehand, if the parties wish and consent, to an informal conflict resolution approach such as a mediation;
- f) To take the necessary administrative or disciplinary action to cease the abuse, harassment, neglect or violence brought to its attention;
- g) To identify resources that a person can reach if needed when involved (whether as a victim or a witness) in a situation of abuse, harassment, neglect or violence in the (federated) environment
- h) To approve the mandate of the independent complaints officer to address any complaints of abuse, harassment, neglect or violence.

C. APPLICATION

This present Policy applies to all persons involved in the (federated) environment (namely: members, participants, practitioners, parents of members or participants/practitioners, volunteers, employees, administrators, suppliers, clients, etc.). It covers all instances of abuse, harassment, neglect or violence, as defined in Appendix A, that may occur in any "sanctioned" activity or program, or any non-recreational activity. A member participating in a non-sanctioned recreational event understands however, that the federation's ability to act may be limited when non-members are involved.

For the specific matters set forth and defined in Appendix A (abuse, harassment, neglect, violence), this Policy takes precedence over all other policies, rules and procedures that may be in effect at Québec Subaquatique or at any of its regular, associate, commercial, affiliate and honorary members and is binding upon all members of Québec Subaquatique.

The application of this Policy does not prevent an employer, whether Québec Subaquatique or one of its regular, associate, commercial, affiliate or honorary members, from applying its internal harassment policy to its employees and from conducting its own administrative investigation in order to take any action it deems appropriate with respect to an alleged victim and the alleged perpetrator of abuse, harassment, negligence or violence, even if this person is also a member of Québec Subaquatique. Furthermore, this Policy does not prevent the application of a regulation providing for the attribution of an automatic sanction by Québec Subaquatique or one of its regular, associative, commercial, affinity and honorary members in the context of an activity or competition involving members. At any time, any alleged victim may also resort to the competent courts in order to assert his or her rights, if necessary.

D. RESPONSIBILITIES AND RIGHTS OF PERSONS INVOLVED IN THE (FEDERATED) ENVIRONMENT

Québec Subaquatique reiterates that, in accordance with the *Quebec Youth Protection Act*, any person with reasonable grounds must report to the Youth Protection Director (YPD) all situations of sexual and physical abuse committed on a minor, regardless of the alleged abuser and the means taken by the parents to put an end to the situation. This reporting requirement also applies to situations where a minor is physically abused or subjected to unreasonable educational or supervisory methods.

All persons involved in the (federated) environment shall maintain and promote standards of conduct to ensure that the environment is free from abuse, harassment, neglect or violence, including compliance with the Code of Conduct established by Québec Subaquatique.

Québec Subaquatique expects everyone to cooperate and encourages everyone to voice their disapproval of any behavior they deem inappropriate and to invoke the present Policy if necessary.

Any person involved in the (federated) environment must report to the Complaints Officer any abuse, harassment or violence of a sexual nature committed against a person who is also involved in the (federated) environment, whether that person is a minor or an adult.

Any person involved in the (federated) environment must report to the Complaints Officer any abuse, harassment, neglect or violence **of a non-sexual nature** committed against a person who is also involved in the (federated) environment, whether that person is a minor or an adult.

Every member of Québec Subaquatique must cooperate in the process of addressing a complaint filed under this Policy. Each member must also respect the confidentiality inherent in the treatment of a complaint.

E. FILING A COMPLAINT

1. a) For a complaint of abuse, harassment or violence of a sexual nature, the complaint may be filed at any time;

b) For a complaint of abuse, harassment or violence of a non-sexual nature, unless there are exceptional circumstances, the complaint should be filed within one hundred and twenty (120) days of the event or events giving rise to it.
2. All complaints must be submitted in writing directly to the Complaints Officer. The complaint shall be signed, include the name and contact information of the alleged victim, a description of the allegations, and of the context, and shall identify the perpetrator of the alleged abuse or harassment.
3. In the event that the Complaints Officer or the Integrity Protection Committee deems a complaint to be abusive, frivolous or made in bad faith, it may initiate a new complaint

process against the complainant who, if he is a member of the Federation, shall be subject to disciplinary or administrative measures.

Accordingly, the Complaints Officer may forward the complaint against the Complainant to the Integrity Protection Committee for the purpose of calling and holding a hearing in accordance with the terms of this Policy, with any necessary adaptations.

If it is the Committee already in charge of a file that considers a complaint to be abusive, frivolous or made in bad faith, it must forward its own complaint to the Complaints Officer so that the latter can appoint a new Integrity Protection Committee composed of different persons in order to make a recommendation to Québec Subaquatique to sanction the complainant's misconduct, if applicable.

F. COMPLAINT PROCESS

4. The processing of a complaint shall be carried out as quickly as possible in order to intervene rapidly to put an end to the situation of abuse, harassment, neglect or violence.
5. The complaint process is based on the type of complaint involved, namely:
 - (a) Sexual abuse, harassment or violence;
 - (b) Abuse, harassment, neglect or violence of a non-sexual nature.

G. PROCESS FOR HANDLING COMPLAINTS OF ABUSE, HARASSMENT OR VIOLENCE OF A SEXUAL NATURE

6. The Complaints Officer shall report all complaints of abuse, harassment or violence of a sexual nature to the YPD if the alleged victim is a minor, regardless of the seriousness or admissibility of the complaint. If the alleged victim is an adult, the Complaints Officer may report the situation directly to the appropriate police department.

The copy of the complaint for abuse, harassment, or violence of a sexual nature shall not be released to the person alleged to have committed the abuse, harassment, or violence.

All complaints are handled with respect for the confidentiality of the identity of the alleged victim. However, if it is not possible to process the complaint without identifying the alleged victim because of the nature of the information provided, the alleged victim will be informed. The alleged victim may choose to remain anonymous.

7. If one of the persons concerned by a complaint of abuse, harassment, negligence or violence of a sexual nature is an employee of Québec Subaquatique, the Complaints Officer shall immediately forward a copy to the General Manager or the President of Québec Subaquatique so that the file may, if necessary, also be handled by his human resources manager. If it is known to the Complaints Officer that any of the persons concerned by such a complaint is or could be an employee of one of the members (regular, associate, commercial, affiliate or honorary member of Québec Subaquatique), the Officer shall advise the complainant and the alleged victim in writing that they may also file a complaint directly with the employer concerned, as soon as he decides on the admissibility of the complaint.
8. When the Complaints Officer receives a complaint of abuse, harassment or violence of a sexual nature, he or she may contact the complainant and the alleged victim to obtain additional information in order to assess whether the complaint appears serious and admissible. The nature of the facts, their seriousness, the value of the allegations or the person concerned are considered by the Officer in his analysis. With respect to a complaint reported to the YPD as provided for in section 5 above, the Complaints Officer awaits the decision rendered by the YPD as to the admissibility of said complaint and complies with it.
9. When the Complaints Officer has reasonable grounds to believe that a complaint of abuse, harassment or violence of a sexual nature is substantiated, he will confirm by email or registered mail to the complainant and to the alleged victim, if applicable, that the complaint is admissible and has been accepted, and will do so as soon as possible. If the complaint is not accepted, the complainant and the alleged victim will be informed in the same manner, stating the reasons for the refusal.
10. If the alleged perpetrator of abuse, harassment or violence of a sexual nature is a member of Québec Subaquatique, the Officer shall notify him as soon as possible that he is the subject of an admissible complaint of abuse, harassment or violence of a sexual nature and that he is automatically excluded from all (federated) programs and activities of Québec Subaquatique for an indefinite period. The exclusion applies to all levels, where applicable. The Officer also notifies Québec Subaquatique that one of its members is excluded following a complaint of abuse, harassment or violence of a sexual nature. At this stage, a formal investigation is not conducted by the Complaints Officer so as not to compromise or contaminate the work of the YPD or the police department.
11. The automatic and indefinite exclusion confirmed by the Complaints Officer remains in effect until the Integrity Committee has made a decision on the alleged abuser's request for reassessment of sexual abuse, harassment or violence. To apply to the Committee, the alleged perpetrator must first demonstrate to the Complaints Officer in a written request that there are reasonable grounds for a reassessment of his case (e.g., completion of the investigation by the police department and the YPD, a court judgment, etc.).

As part of the analysis of the request for reassessment, the Complaints Officer may contact the complainant and the alleged victim to obtain additional information. If there are preliminary grounds to support a reassessment of the case, the Complaints Officer

will notify the alleged perpetrator of abuse, harassment or violence of a sexual nature, as well as the complainant and the alleged victim, if applicable, by email or registered mail within ten (10) days of receipt of the request, unless exceptional circumstances exist.

The request for reassessment is then forwarded to the Integrity Protection Committee for a decision in accordance with the terms of this present Policy (Article 23 and following), with the necessary adaptations. The Committee may, if necessary, recommend a disciplinary sanction to Québec Subaquatique in addition to determining the outcome of the administrative measure to which the alleged perpetrator of sexual abuse, harassment or violence is subject.

If the complainant makes representations to the Integrity Protection Committee in the course of a hearing, then the complainant consents to the disclosure of his or her name to the other parties involved. In all cases, the copy of the complaint of sexual abuse, harassment or violence is not disclosed to the parties.

12. If the alleged perpetrator of sexual abuse, harassment or violence is not a member of Québec Subaquatique, the Complaints Officer shall determine what administrative action, if any, can be taken by Québec Subaquatique and shall inform the complainant and the alleged victim.
13. Decisions made by the Complaints Officer are final and not subject to appeal.

H. PROCESS FOR HANDLING COMPLAINTS OF ABUSE, HARASSMENT, NEGLECT OR VIOLENCE OF A NON-SEXUAL NATURE

14. If one of the persons concerned by a complaint of abuse, harassment, negligence or violence of a non-sexual nature is an employee of Québec Subaquatique, the Complaints Officer shall immediately forward a copy of the complaint to the Director General of Québec Subaquatique so that the file may, if necessary, also be handled by the person in charge of human resources, or to the President if the complaint involves the Director General. If it is known to the Complaints Officer that one or more persons concerned by such a complaint is or may be employees of any of the regular, associate, commercial, affiliate or honorary members of Québec Subaquatique, the Officer shall advise the complainant and the alleged victim in writing that they may also file a complaint directly with the employer concerned, as soon as the Officer has ruled on the admissibility of the complaint.
15. When the Complaints Officer receives a complaint of abuse, harassment, neglect or violence of a non-sexual nature, he or she may contact the complainant or alleged victim to obtain additional information to assess whether the complaint is admissible. In response to a complaint that appears to be admissible, the Officer shall confirm by

email or registered mail to the complainant and the alleged victim, if applicable, that the complaint is admissible, and this within ten (10) days of its receipt, unless there are exceptional circumstances. If the complaint is not admissible, the officer shall inform the complainant and the alleged victim in the same manner, providing reasons for the refusal.

16. Upon receiving a complaint of abuse, harassment, neglect or violence of a non-sexual nature, if the Complaints Officer has reasonable grounds to believe that the safety of the alleged victim is being compromised by the alleged perpetrator of abuse, harassment, neglect or violence of a non-sexual nature, they may recommend as an administrative measure the exclusion by Québec Subaquatique from all programs and (federated) activities of Québec Subaquatique, for all levels and for an indefinite period of time as a member of Québec Subaquatique, to be valid until the Integrity Protection Committee has made a decision following a hearing on the complaint. The member concerned will be notified of the decision as soon as possible by email or registered mail.

The nature of the facts, their seriousness, the probative value of the allegations or the person concerned are considered by the Officer in his analysis, who may also contact the YPD in the presence of an alleged minor victim.

17. The Complaints Officer must also report to the YPD all complaints of violence or physical abuse that he or she has deemed admissible and then upheld if the alleged victim is a minor and if he or she has reasonable grounds to believe that his or her safety is at risk.
18. If the alleged perpetrator of abuse, harassment, neglect or violence of a non-sexual nature is not a member of Québec Subaquatique, then the Complaints Officer shall determine what administrative action, if any, can be taken by Québec Subaquatique and notify the complainant as well as the alleged victim.
19. Before forwarding the file to the Integrity Protection Committee in order to initiate the formal process, the Complaints Officer may suggest to the complainant, the alleged victim and the alleged perpetrator of abuse, harassment, negligence or violence of a non-sexual nature, if appropriate, an informal resolution process, the purpose of which is to seek solutions to the problem with the good faith participation of each party and not to determine whether abuse, harassment, neglect or violence of a non-sexual nature has occurred. This mediation process may be conducted through an internal or external mediator, if the individuals involved so agree.
20. Exchanges during the informal process shall remain confidential. Only the collaborative agreement resulting from the mediation is recorded in writing, signed by the parties and provided to the Complaints Officer. If the parties refuse the informal approach or if mediation fails, the complaint shall continue to be addressed through the formal investigation process.
21. The Officer having determined that a complaint is admissible, shall forward a copy of the complaint to the Integrity Protection Committee for a hearing between the parties

involved, unless the matter has been resolved through mediation.

22. Decisions made by the Complaints Officer are final and not subject to appeal.

Composition of the Integrity Protection Committee

23. The Integrity Protection Committee is composed of three (3) persons chosen by the Complaints Officer from a list of qualified candidates. These persons cannot be employees or directors of Québec Subaquatique.

24. Any person serving on the Integrity Protection Committee must avoid a conflict of interest with the parties involved in a complaint in order to preserve the impartiality of the process.

25. For the purpose of conducting the hearing, the persons selected to serve on the Integrity Committee shall designate one of their number to serve as Chair of the Committee.

26. The Chairperson of the Committee shall provide notice of the hearing by email or registered mail to the complainant, the alleged victim, and the respondent (alleged perpetrator of abuse, harassment, neglect, or non-sexual violence) at least twenty (20) days prior to the hearing. The notice of hearing sent to the respondent shall state the reasons for the hearing. A copy of the present Policy and of the General Rules of Québec Subaquatic shall be attached to the notice.

27. The committee may sit at any location in Québec, as needed. The hearing may also be held by videoconference or telephone conference.

Hearing procedure

28. The hearing is held in private.

29. The Committee first hears the evidence of the complainant and then of the alleged victim. It then hears the defendant's evidence. Finally, it hears the representations of the complainant, the alleged victim and the defendant. Each party is responsible for ensuring the presence and expenses of its witnesses and for having sufficient copies of the documents it intends to use for all of the participants in the hearing (6 in total).

30. The Committee may agree to postpone a hearing if it deems that the reasons given by a party are serious.

31. Where the defendant who has been duly summoned to the hearing is not present, the Committee shall make a decision based solely on the evidence presented to it by any of the parties present.

32. Where neither the complainant nor the alleged victim, having been duly summoned to the hearing, are present or able to produce evidence in support of the complaint, the

Committee shall, for lack of evidence, dismiss the complaint.

Rules of evidence

- 33. Hearsay evidence is not admissible.
- 34. The parties may testify themselves or be questioned by their representative.
- 35. Witnesses for the parties may testify themselves or be questioned by their representative.
- 36. Cross-examination by the opposing party is not permitted.

Decision of the Integrity Protection Committee

- 37. The Committee is given twenty (20) days to forward its recommendation to the Federation (or organization) by email or registered mail.
- 38. Québec Subaquatique has ten (10) days to ratify the committee's recommendation and respond to the committee by email or registered mail.
- 39. Upon receipt of Québec Subaquatique's decision, the committee has five (5) days to transmit the decision to the parties, by email or by registered mail.
- 40. The Committee may accept or reject the complaint at the conclusion of the hearing. If it accepts the complaint, the Committee may recommend to the Federation any one or a combination of the following sanctions:
 - a) File a reprimand in the member's file;
 - b) Require the member to pay a penalty of \$100.00 to \$2,000.00, to be paid to Québec Subaquatique within the time limit it determines. If the member fails to pay the penalty to Québec Subaquatique within the prescribed time, the member is automatically suspended as a member of Québec Subaquatique and of all its regular, associative, commercial, affinity and honorary members, as of the day following the due date, until the member has fulfilled his obligation;
 - c) To require conditions and commitments from the member;
 - d) Require the member to participate, at his own expense, in a training course indicated by the Committee within a period of time determined by the Committee in order to maintain his membership status. If the member is unable to prove to Québec Subaquatique that he/she has completed the training within the time limit, the member is automatically suspended as a member of Québec Subaquatique and of all its regular, associate, commercial, affinity and honorary members, as of the day following the deadline, until he/she has fulfilled his/her obligation and is able to prove it;
 - e) Restrict the sanctioned activities and programs in which the member may participate for a period of time as determined by the committee;
 - f) Suspend as a member of Québec Subaquatique and all its regular, associative,

commercial, affinity and honorary members for a maximum period of twelve (12) months;

g) To expel as a member of Québec Subaquatique and of all its members, regular, associative, commercial, affinity and honorary member.

41. The decision of the Integrity Protection Committee is final and without appeal.
42. Québec Subaquatique retains the right at all times to take all necessary proceedings against the respondent to force payment of a penalty.

I. CONFIDENTIALITY

Québec Subaquatique respects the right of individuals to the confidentiality of their personal information. Accordingly, it recognizes that personal information obtained in connection with the application of this Policy and decisions made in accordance with this Policy are confidential in nature and will remain so to the extent permitted by law.

J. COMMITMENT OF QUÉBEC SUBAQUATIQUE MEMBERS

All members, regular, associate, commercial, affiliate and honorary members of Québec Subaquatique must make this Policy available to their own members as soon as they join by informing them in writing that it exists and by publishing it on their website

All members of Québec Subaquatique must respect and implement, where applicable, the appropriate measures to enforce the decisions made by the Complaints Officer and by the Integrity Protection Committee. It is the responsibility of the Complaints Officer to make the necessary verifications with its members to ensure the respect of the decisions issued in accordance with this Policy.

Failure to comply with the decisions issued and to implement the necessary measures may result in disciplinary or administrative action being taken against any member. In such circumstances, the Complaints Officer shall forward a copy of the complaint to the Integrity Protection Committee for a hearing in accordance with the terms and conditions set out in this policy, with the necessary adaptations, in order for a decision to be made to sanction the member's misconduct.

K. DISPUTE OF A DECISION AND DISCLAIMER

Unless it can be argued that there has been an error of law or contravention of the public peace, the validity or legality of decisions made in accordance with this Policy cannot be challenged in the courts.

Québec Subaquatique explicitly excludes its civil liability as well as that of its agents, employees and representatives for any harm resulting directly or indirectly from the application of this Policy, except in the case of a gross negligence or willful misconduct.

L. IDENTIFYING SOME RESOURCES TO CONTACT IN THE EVENT OF ABUSE OR

HARASSMENT

- a) The Director of Youth Protection in your area
- b) The police department
- c) Sport'Aide

By phone and SMS

1-833-245-HELP (4357)

1-833-211-AIDE (2433)

**** In the event of a discrepancy between the English and French versions of the Integrity Protection Policy, Rules and Procedures, the French version shall prevail***

APPENDIX A – DEFINITIONS

The concepts in this section apply to all participants in the recreation sector, including vulnerable

populations (participants with physical or intellectual disabilities).

Bolded words or phrases found in a definition are defined in this appendix.

Physical Abuse:

1° When a person is subjected to bodily **abuses** that may or may not leave marks, or is subjected to unreasonable methods of education by a parent or parents, or by any other person involved in the (federated) environment.

2° When a person is at serious risk of physical **abuse**, whether or not it leaves marks, or of being subjected to unreasonable educational methods by a parent or parents, or by any other person involved in the person's (federated) environment.

Sexual abuse :

1° An act or conduct of a sexual nature, with or without physical contact, including any form of sexual exploitation, by any person against *another*;

2° The serious risk that an act or conduct of a sexual nature, with or without physical contact, including any form of sexual exploitation, will be committed by any person against another.

Sexual abuse includes **sexual harassment** or any unsolicited conduct of a sexual nature.

Sexual Assault:

An act of a sexual nature, with or without physical contact, committed by an individual without the consent of the person targeted, or in some cases, particularly in the case of children, by emotional manipulation or blackmail. It is an act intended to subjugate another person to his or her own desires through the abuse of power, the use of force or coercion, or through implicit or explicit threats. Sexual assault is a violation of fundamental rights, including the physical and psychological integrity and security of the person. This definition applies regardless of the age, gender, culture, religion or sexual orientation of the victim or the sexual abuser, regardless of the type of sexual act and regardless of the place or environment in which it was done, and regardless of the nature of the relationship between the victim and the sexual abuser.

Psychological Harassment:

Vexatious conduct manifested either by repeated behaviors, words, acts or gestures, which are hostile or unwanted, and which affects the dignity, or psychological or physical integrity of the person and which results in a harmful environment for the person.

A single act of serious conduct may also constitute harassment if it causes harm and has a continuing harmful effect on the individual.

Examples of behaviors that can be linked to psychological harassment: intimidation, cyberbullying, threats, isolation; offensive or defamatory comments or gestures about a person or their work; verbal abuse; denigration.

Sexual Harassment:

Abusive, hurtful and unwelcome behavior of a sexual nature that directly affects the continuation or improvement of the person's living conditions and/or creates an intimidating, humiliating or hostile environment for the person who is being affected.

Examples of behaviors that could be related to sexual harassment: any form of unwanted attention or advances with a sexual connotation, for example: insistent solicitation, looks, kisses or touches, sexist insults, coarse language; comments, jokes or images with a sexual connotation through any means, technological or otherwise.

Neglect:

1. When a child's parents, or the person having custody of the child, fail to meet the child's basic needs, either on the physical level, either in terms of physical or mental health, or by failing to provide appropriate supervision or oversight;
2. When a person fails to act with the caution that a reasonable person would exercise in the same circumstances.

It may be an action, an omission, or both.

Example of neglect in a recreational setting: asking a participant/practitioner or someone involved in the community to drop out or take a break from school, to train or practice instead of attending school outside of scheduled times (e.g., competition schedule, arts-study); to be aware that a participant/practitioner or person involved in the environment is not receiving the care required by his or her mental or physical health condition and not to intervene; knowing that a young person is behaving dangerously towards him/herself (e.g. eating disorder or use of a doping substance) and not intervening, knowing that a participant/practitioner or a person involved in the environment is or has been physically, psychologically or sexually abused and not doing anything to protect him/her.

Abuses:

Physical abuse of someone under one's authority or custody.

Violence:

The term "violence" is understood to be any demonstration of force, whether verbal, written, physical, psychological or sexual, exerted against a person, which has the effect of causing distress, injury or oppression by attacking that person's integrity, psychological or physical well-being, rights or property.

In a recreational context, this violence can be perpetrated by a person who has authority (e.g., a trainer, a facilitator), by peers (partners, opponents), parents, group representatives, spectators, a member of the medical or support team (physical trainer, massage therapist, etc.). It can occur in locker rooms or showers, on the premises during an activity, practice or event, in the home of a coach or animator, or during competitions, recreational initiations or

trips abroad.

Physical Violence:

Any action of a physical nature enacted by a parent or any person involved in the environment who, in a conflict situation with another person in the community, is at risk, regardless of intent, of compromising the psychological or physical integrity or well-being of that person.

Psychological Violence:

When a person is subjected repeatedly and severely to behaviors of a harmful nature by a parent or other person involved in the environment. These behaviors are expressed notably by indifference, denigration, emotional rejection, excessive control, isolation, threats, exploitation, in particular if the child is forced to do work or an activity disproportionate to his or her abilities.

Examples of psychological violence in a recreation setting: Yelling profanities (swearing, cursing), saying mean things or making humiliating remarks to the participant/practitioner, threatening the participant/practitioner of physical injury or pretending to throw an object at the participant/practitioner, systematically expelling or excluding the participant/practitioner from an activity, intentionally rejecting or ignoring the participant/practitioner (systematically ignoring their presence), forcing the participant/practitioner to train despite an injury known to the coaching staff, inflicting extra training that leads to exhaustion or makes the participant/practitioner sick, asking the participant/practitioner to perform movements or techniques that are too difficult for his or her abilities, any other requests that could have a negative impact on the health of a participant/practitioner (e.g., use of dangerous techniques, doping products, etc.).

Sexual Violence:

A sexual act committed or attempted by a person without their voluntary consent, or against a person incapable of consenting or refusing. The term sexual violence includes **sexual assault**, **sexual abuse** and **sexual harassment**.

Example of sexual abuse in a recreation setting: touching any intimate part of a participant/practitioner, or person involved in the environment, making offensive sexual jokes, making suggestive gestures, displaying one's private parts, touching someone's private parts, forcing a participant/practitioner or a person involved in the setting to perform sexual acts in exchange for favors, privileges, or under the manipulation of a peer, having a verbal or written conversation of a sexual nature, exposing a participant/practitioner or a person involved in the setting to sexual images.

Specification

Bullying :

Any behavior, word, act, gesture, whether deliberate or not, of a repetitive nature, expressed directly or indirectly, including in cyberspace, in a context characterized by unequal power relations between the persons concerned, having the effect of generating feelings of distress and of harming, injuring, oppressing or ostracizing.

Bullying as defined in this appendix is one of the three types of violence defined above: physical violence, psychological violence and sexual violence.

APPENDIX B – CODE OF CONDUCT

As stated in the preamble to this Integrity Policy, the Code of Conduct is an integral part of the Policy and is binding on the members of the Federation. As such, it is the responsibility of each club/group (organization), member of the Federation (or organization) to inform its own members of the existence of the Integrity Policy and Code of Conduct, and to have each member sign a statement acknowledging that he or she has read the Policy and Code of Conduct and subscribes to its contents.

It is also the responsibility of each club/group (organization) to notify its members, through the statement, that failure to comply with any of the obligations contained in this Integrity Policy and its Code of Conduct is subject to sanction. Such sanction will be imposed by the Integrity Committee with respect to a breach of the Integrity Policy, or by either the Discipline Committee or the club/group board of directors with respect to a breach of the Code of Conduct.

PART 1 – DIRECTOR'S CODE OF CONDUCT:

Decision-making authority rests in the hands of the directors. Administrators have the ultimate responsibility for the quality of the recreational activity. The local, regional or provincial administrator must ensure that the conduct of the recreational activity meets the values of educational and social purposes. To fulfill this role, the administrator must:

- a. Recognize the participant/practitioner as the key person who will motivate all decisions and actions;
- b. Ensure that equal opportunity to participate in activities is provided to all participants/practitioners, regardless of age, gender, or skill level;
- c. Ensure that the practitioner or participant's supervision is carried out by facilitators who are competent and respectful of the principles of the organization;
- d. Promote accessibility, social and civic engagement and a spirit of solidarity;
- e. Promote participation in further training or development courses for all volunteers;
- f. Take all necessary means to value and demand respect for organizers, trainers, facilitators, volunteers and between members;
- g. Take all necessary measures to ensure the safety and integrity of the participant/practitioner;
- h. Ensure that the premises, facilities and equipment are relevant to the interests and needs of the participant/practitioner;
- i. Ensure good relations and contacts with the media, the public and all agencies or individuals related to the organization;
- j. Plan all activities in such a way that a practitioner (trainer, facilitator, administrator, therapist, volunteer, official, etc.) is never alone in a private, closed space with a participant or a person involved in the organization. This place can be real (room, dressing room, car) or virtual (messaging system, social network) ;
- k. Use social networks, the internet and other electronic media in an ethical and respectful manner with colleagues, facilitators, trainers and leaders, not to use them to provoke another member or their federation;
- l. Refrain from the use of alcoholic beverages or drugs while on duty;
- m. Ensure that everyone is treated with respect and fairness.

PART 2 – TRAINER OR FACILITATOR CODE OF CONDUCT :

The trainer or facilitator must first and foremost be aware of the importance of his or her

role and the great influence he or she has on the participants and on those around him or her. He or she must carry out an educational, motivational, and formative role, both moral and social, for the participants and demonstrate that he or she is deserving of this responsibility. He/she should be more concerned with the welfare and interests of his/her participants than with the outcome of the activity. He or she should not see recreation as an end in itself, but as a tool for education. In order to be successful, the trainer/facilitator must:

Physical safety and health of participants/practitioners

- a. Ensure that training and activity sites are safe at all times;
- b. Be prepared to respond quickly and appropriately in the case of an emergency;
- c. Avoid placing participants/practitioners in situations that present unnecessary or inappropriate risks for their level of skill;
- d. Seek to preserve the present or future health, safety, integrity, and well-being of participants/practitioners;
- e. Obtain parental permission to drive a minor participant/practitioner to or from an activity.

Train or facilitate in a responsible manner

- a. Use the authority associated with one's position judiciously and make decisions that are in the best interest of the participants/practitioners;
- b. Promote the development of participants/practitioners' self-esteem;
- c. Avoid taking personal advantage of a situation or decision;
- d. Knowing one's knowledge/skill limitations when making decisions, giving instructions or taking action;
- e. Honoring commitments, promises, and agreed-upon goals;
- f. Maintain the confidentiality and privacy of personal information and use it appropriately;
- g. Use social networking, internet and other electronic media ethically and with respect for colleagues, facilitators, trainers and leaders, not for the benefit of another member or their federation;
- h. Refrain from the use of alcoholic beverages or drugs in the exercise of their duties and make participants aware of the problems related to the consumption of these products during the activity;
- i. Ensure that everyone is treated with respect and equity.

Integrity in relationships with others

- a. Avoid situations that may affect the objectivity, impartiality, or integrity of the trainer/facilitator duties.

b. Refrain from behavior that constitutes abuse, harassment, neglect, and violence, or any inappropriate relationship with a participant/practitioner;

c. In general, all activities should be planned so that a trainer or facilitator is never alone in a private, closed space with a practitioner/participant or a person involved in the environment. This place can be real (room, bedroom, locker room, car) or virtual (messaging, social network).

More specifically:

- Electronic communications between a participant and a trainer/facilitator must include the practitioner/participant's parents if the participant is under 18 years of age.
- Group emails should be preferred over private messages.
- The trainer/facilitator must request the presence of another adult when a participant/practitioner visits the trainer/facilitator's office or room.
- The trainer/facilitator must not take a participant/practitioner under the age of 18 to or from an activity (practice, game, competition or other) without parental consent. He/she must obtain parental permission for all exceptions.

d. Ensure that the participants/practitioners understand that abuse, harassment, neglect, violence, or other inappropriate behavior will not be tolerated under any circumstances, and foster the habit of disclosure and reporting of such behavior among participants/practitioners.

Respect

- a. Ensure that everyone is treated equally regardless of age, ancestry, color, race, citizenship, ethnicity, place of origin, language, faith, religion, athletic potential, disability, family status, marital status, gender identity, gender expression, sex or sexual orientation;
- b. Preserve the dignity of each individual when interacting with others;
- c. Adhere to applicable principles, rules or policies

PART 3 – PARTICIPANT AND PRACTITIONER CODE OF CONDUCT:

To get the most out of the recreational activity, the participant/practitioner must have an attitude and behavior that stems from the highest spirit of cooperation or camaraderie.

What is important is how he or she practices the activity. He or she must never lose sight of the fact that it is a recreational activity. To get the most out of the activity, every participant/practitioner should:

- a. Play for fun, remembering that leisure is not an end, but a means;
- b. Strictly observe the safety rules;
- c. Behave in an exemplary way on and off the playing field, using language that is free of insult, vulgarity and profanity;
- d. Respect his/her trainer or facilitator and his/her leaders, and follow their instructions when they are not contrary to his/her well-being;
- e. Respect the property of others and refrain from theft or vandalism;
- f. Refuse and not tolerate the use of drugs, medication or any stimulant that may affect his/her mental alertness;
- g. Know that abusive, harassing, neglectful, violent or other inappropriate behavior will not be tolerated, and promptly report to the trainer, facilitator, or person in authority any such acts committed against another person or themselves;
- h. Use social networking, internet and other electronic media in an ethical manner that is respectful of colleagues, facilitators, trainers and leaders, and not to use it to provoke another participant/practitioner or his/her federation;
- i. Ensure that everyone is treated with respect and equity.