



Code of Conduct Policy

1. Purpose

The Code of Conduct establishes the standards of behaviour expected of all individuals representing Quad NB (“the Federation”). This policy is intended to promote integrity, professionalism, transparency, and mutual respect in all Federation activities, and to uphold public trust in the organization’s mission and values.

2. Scope

This Code applies to all individuals engaged in Federation business, including:

- a) Directors and Officers
- b) Employees (full-time, part-time, casual)
- c) Volunteers and member club delegates
- d) Contractors, consultants, and service providers acting on the Federation’s behalf

All persons subject to this Code are referred to as “Representatives” throughout this policy.

3. Definitions

- a) **“Representative”**: Any individual covered under the Scope section who acts on behalf of the Federation.
- b) **“Conflict of Interest”**: A situation where a person’s private or professional interests could improperly influence the performance of their duties.
- c) **“Confidential Information”**: Information that is not publicly available and that has been obtained through a person’s role with the Federation.
- d) **“Federation Property”**: Any physical or digital asset owned or provided by Quad NB (“the Federation”), including equipment, funds, documents, communications/digital platforms or data bases, and intellectual property.

- e) **“Ethics Committee”**: A committee appointed by the Board to oversee the implementation of this policy, review potential violations, and recommend resolutions.

4. Standards of Conduct

All Representatives of “the Federation” must:

- a) Act honestly, in good faith, and in the best interest of the Federation
- b) Treat others with dignity, fairness, and respect, fostering an environment free of discrimination, harassment, and violence
- c) Uphold the highest standards of integrity, transparency, and accountability
- d) Use their position to advance the mission of the Federation, and not for personal gain
- e) Comply with all applicable laws, regulations, and Federation policies

5. Professional Behaviour

Representatives shall:

- a) Conduct themselves in a manner that promotes confidence in the Federation and its mission;
- (b) Avoid behaviour that could bring the Federation into disrepute or undermine public trust;
- (c) Demonstrate respect during meetings and discussions, following Robert’s Rules of Order for decorum and civility;
- (d) Use social media and public communications responsibly, ensuring all statements align with Federation policies and values.

6. Respectful Workplace & Harassment Prevention

“The Federation” is committed to providing a safe and respectful environment for all Representatives. All individuals are expected to conduct themselves in accordance with the Federation’s **Harassment and Violence Prevention Policy** and must not engage in behaviour that undermines the dignity or safety of others.

7. Conflict of Interest

- a) Representatives must avoid real, potential, or perceived conflicts between their personal interests and the interests of the Federation.
- b) All conflicts or potential financial interests that may conflict, must be disclosed to the Board in writing and recorded in the meeting minutes.

c) Representatives must withdraw from discussions or decisions in which they have declared a conflict.

8. Confidentiality

All Representatives must maintain the confidentiality of non-public information obtained through their role, both during and after their association with the Federation. Confidential information may only be disclosed when authorized or required by law.

9. Use of Property, Technology & Communications

- a) Federation property, funds, and resources shall be used solely for official purposes.
- b) Personal use of Federation property or systems is prohibited unless expressly authorized.
- c) Representatives must ensure that all electronic communication and social media use reflects professionalism and does not harm the Federation's reputation.

10. Reporting Obligations & Informer Protections

- a) Representatives have a duty to report suspected violations of this Code or other policies.
- b) Reports may be made to the General Manager or directly to the Executive Committee.
- c) the "Federation" will establish and approve a Whistleblower Policy to ensure confidentiality and protection from retaliation for good-faith reporting.

11. Ethics Committee & Investigation Process

- a) The Board shall appoint an Ethics Committee to receive, investigate, and make recommendations regarding alleged violations of this Code.
- b) All investigations shall be conducted confidentially, with procedural fairness, and in accordance with Federation bylaws.
- c) The Committee shall report its findings and recommendations to the Board for final determination.

12. Dispute Resolution

The Federation promotes respectful dialogue and constructive resolution of disputes among Representatives and member clubs. Where informal resolution is unsuccessful, parties may:

- a) Request mediation facilitated by a neutral third party appointed by the Board
- b) Refer the matter to binding arbitration under rules approved by the Board

All parties shall cooperate in good faith and abide by the outcome of the resolution process.

13. Compliance, Sanctions & Board Oversight

- a) The Board has the authority to impose sanctions where violations are confirmed, including warnings, suspension, removal, or other actions consistent with Federation bylaws.
- b) Disciplinary action will not be taken without providing the individual with notice and an opportunity to respond.

14. Policy Review & Organizational Notice

- a) This Code will be reviewed every two (2) years or as required by law or organizational need.
- b) This Code of Conduct is approved by the Board of Directors and is published on the Federation's official website as the authoritative standard of behaviour for all Representatives.
- c) Notice of this policy shall be provided through Board communication, staff communication, club leadership communication, and public posting in accordance with the Federation's Policy Rollout & Implementation Procedure.
- d) All Representatives are deemed to be aware of and subject to this Code through their participation in Federation activities.

15. Acknowledgment

Participation in Federation activities, governance, employment, volunteering, contracting, or representation constitutes acknowledgement of and agreement to abide by this Code of Conduct.

No individual signature is required for this policy to be in effect.

Approved by the Quad NB Board of Directors on December 1, 2025.

Published in accordance with the Federation's Policy Rollout & Implementation Procedure.