



CODE OF ETHICS

WHEREAS the mission of the Royal Canadian Golf Association, operating as “Golf Canada”, (hereinafter called the “Association”), as the governing body of golf in Canada, is to promote participation in and a passion for the sport while upholding the integrity and traditions of the game.

AND WHEREAS the Association has earned a reputation for trustworthiness and respect which shall be maintained by its directors, staff, Councils and committee members. Each person accepts the responsibility to recognize and abide by ethical principles which will protect the integrity and respectability of the Association.

THEREFORE, this Code of Ethics stipulates and binds directors, staff, Council and committee members to the highest level of care, duty and responsibility to the Association. Any complaints under this Code of Ethics shall be reported using the Golf Canada Whistleblower policy. All directors, staff, Council and committee members agree to adhere to the following Code of Ethics:

- In representing the Association, I agree that I will abide with all applicable laws.
- I agree to be fair, honest and respectful in my dealings with other persons and organizations in all matters pertaining to the Association.
- I agree that I will not accept or seek, on behalf of myself or any other person, any significant service, benefit or gift from anybody offered as a result of me carrying out my duties for the Association. In the event I am offered a service, benefit or gift having a value in excess of \$500 I shall first review the matter with the Executive Director/CEO of the Association for approval to accept and if acceptance is approved then I must complete a gift receipt form and submit it to the Association’s Human Resource Manager.
- If I am a staff member, I shall not, directly or indirectly, enter into any directorship, business or office whether in my own name or in any other name unless approval is first obtained from the Executive Director/CEO of the Association.
- I agree that I shall abide by all policies and by-laws of the Association set from time to time and without restricting the generality of the foregoing, I specifically acknowledge my understanding of and I agree to abide by the following policies which can be found on the Golf Canada web-site:
 - expense policy;
 - anti-harassment and abuse policy;
 - privacy policy; and
 - conflict of interest guidelines in article 4.37 of By-law #19 (As Amended)
- I shall ensure that every transaction with which I am involved pertaining to the financial records of the Association reflects the true and complete nature of the transaction.
- No political contributions (cash or non-cash) will be made by me on behalf of or in the name of the Association.
- I agree that I will not use confidential or proprietary information gained through Association business for any purpose other than Association business.

By signing below, I acknowledge my understanding of the Code of Ethics, and I agree to abide by the terms of the Code of Ethics in my representation of the Association.

Name: _____

Date: _____

Signature

(To be signed each year)

(Print name)