

*This document is intended to support
WECan members to build a strong
community that will continuously grow
the sport of Working Equitation in Canada
and have a safe and friendly atmosphere
to enjoy the sport.*

Code of Conduct



Version 1.0

Table of Contents

| | |
|--|----|
| <i>Message from the President</i> | 3 |
| <i>Introduction</i> | 4 |
| <i>Guiding Principles</i> | 4 |
| What does Guiding Principle Mean? | 4 |
| <i>WECan Guiding Principles</i> | 4 |
| <i>Actions that support the Guiding Principles</i> | 5 |
| <i>Decision Making and the Code of Conduct</i> | 5 |
| <i>Reporting/Speaking Up</i> | 6 |
| Reporting Procedure | 6 |
| Conflict Resolution Committee Administrator (CRCA) | 6 |
| Confidentiality/Anonymity | 6 |
| Handling of Reported Violations | 6 |
| Acting in Good Faith | 7 |
| To report a concern..... | 7 |
| No Retaliation..... | 7 |
| <i>Equal Opportunity</i> | 7 |
| <i>Harassment</i> | 7 |
| <i>Bullying</i> | 8 |
| <i>Conflicts of Interest</i> | 8 |
| <i>External Communication on Behalf of WECan</i> | 8 |
| <i>Confidentiality - In General</i> | 8 |
| <i>Privacy</i> | 9 |
| <i>Record Keeping</i> | 9 |
| <i>Protection and Proper Use of Assets</i> | 9 |
| <i>Use of Social Media</i> | 9 |
| <i>Code of Conduct Acknowledgement</i> | 10 |

Message from the President

The purpose of WECan as stated in our constitution is to promote the sport of Working Equitation throughout Canada, with a focus on classical horsemanship. WECan promotes the use of horses for ranch work and functionality. As an organization, we want to see the sport in Canada grow, following the example set by Italy, Portugal, Spain, and France. Our vision is to see Canadians inspired to achieve personal excellence and embrace a lifelong participation in the sport at a local and international level.

It is important to WECan that the services provided adhere to high ethical standards and WECan is committed to following a code of conduct which maintains the integrity of the organization.

Introduction

The purpose of this Code of Conduct (the “Code”) is to provide a framework for conducting the business of Working Equitation Canada (WECan) in accordance with the applicable laws, regulations, rules and to the highest standards of ethics and values. The matters covered in this Code are of utmost importance to WECan, its members, and other stakeholders.

This Code shall come into force with immediate effect. Each and every Director and Member of WECan shall be duty bound to follow the provisions of this Code.

This Code applies to all Members of the Board of Directors (“Directors”) of WECan, its members, and volunteers.

Accordingly, all Directors and members are expected to read and understand this Code and uphold these standards in their dealings and activities.

Guiding Principles

Guiding Principles are the moral values that establish a framework for expected behaviour and decision-making set by the organization.

What does Guiding Principle Mean?

The term “guiding” refers to the fact that these values are established to lead the organization in any situation it might face. They are essential in decision-making processes; no decision should contradict any of the principles.

Guiding Principles are important for long-term sustainability. Guiding principles ensure that the long-term culture survives and helps the organization to drive performance, membership and growth.

WECan Guiding Principles

Ethical behaviour: Members, organizers, directors, chapters, officials, volunteers. A member driven organization where people are proud to be a member, willing to offer their support at events and know they have a safe and friendly atmosphere to enjoy the sport. To promote and emphasize the safety and welfare of horse and rider. Staying within the guidelines of The Canada Not-for-profit Corporations Act.

Consistency: We promote consistent rules and regulations, support, and membership requirements throughout the country, ensure the organization remains self-sufficient and financially stable, and continue to grow and develop the sport in Canada and work with our North American counterparts.

Respect & Encouragement: Maintaining an atmosphere that always encourages growth of the organization and growth within the sport for all individuals. Ensuring the environment at events, either live or virtual, is supportive and encouraging for all in attendance and free from prejudice, bullying, and discrimination.

Commitment to building strong communities. A commitment to doing good for the whole. The desire to see working equestrianism grow in Canada with a united front based on honouring the traditional values of the sport and focusing on both correct horsemanship and sportsmanship. To create camaraderie. To create a place where likeminded individuals can come together and enjoy the sport

Education: Develop an organization for people to be a part of, that develops rules, programs, and encourages participation at the grassroots level through chapters and local events. Encourage growth and progression through the levels to improve horsemanship skills. Create a support system for those wishing to get into the sport and those who are participating in the sport. Collaborate and promote visibility.

Actions that support the Guiding Principles

Be clear on expectations: Create clarity and avoid misunderstandings by discussing expectations up front. Establish mutually understood objectives and deadlines for all projects, issues, and commitments. Where appropriate, confirm your communication by asking others to repeat back their understanding to ensure total clarity and agreement.

Create a tone of friendliness and warmth: Every conversation, phone call, email, text and even voicemail, sets a tone and creates a feeling. Pay attention to every interaction and be sure you are setting a tone of friendliness, warmth, and helpfulness. Treat others with courtesy and respect.

Be relentless about improvement: Keep getting better. Be a leader. Pursue excellence.

Participate and contribute: Actively contribute towards building the working equestrianism community at every level and at every activity/event. Make a point of going out of your way to welcome someone new and make them feel included. Encourage and cheer on your fellow participants, coaches, and volunteers.

Find a way: Take personal responsibility for making things happen. Respond to every situation by looking for ways to make it happen, rather than explain why it cannot be done. Be resourceful and show initiative.

Work as a Team: Help where you can. Encourage each other to recognize and realize each other's strengths and how they can lend support where it is needed.

Decision Making and the Code of Conduct

Practice ethical decision making - when making a decision, ask yourself the following:

- Is it legal?
- Does it comply with the Code?
- Does it reflect our Guiding Principles?
- Does it respect the rights of others?

Reporting/Speaking Up

Reporting Procedure

WECan encourages all members to ask questions and raise issues without fear of retaliation. WECan is committed to treating reports seriously and investigating them thoroughly.

Members must report suspected unethical, illegal, or suspicious behavior immediately. WECan does not tolerate retaliation against anyone who makes a good faith report of suspected misconduct or otherwise assists with an investigation or audit.

WECan has an open-door policy and suggests that members share their questions, concerns, suggestions, or complaints with their Provincial or Chapter Directors or Executive. If you are not comfortable speaking with your director or you are not satisfied with your director's response, you are encouraged to speak with the President of WECan.

Directors are required to report complaints or concerns about suspected ethical and legal violations in writing to WECan's Conflict Resolution Committee Administrator (CRCA) or a designated board member, who has the responsibility to investigate all reported complaints. Members with concerns or complaints may also submit their concerns in writing directly to the CRCA or another designated person.

If, for any reason, a person finds it difficult to report their concerns to such person, they may report the concerns directly to the President of WECan.

No third-party complaints accepted. All complaints must have a name, signature and method of contact provided with the complaint.

Conflict Resolution Committee Administrator (CRCA)

WECan's CRCA is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The CRCA will advise the Board of Directors of all complaints and their resolution and will report at least annually on compliance activity.

Confidentiality/Anonymity

To facilitate reporting of suspected violations **where the reporter wishes to remain anonymous**, a written statement may be submitted to one of the individuals listed above. Every effort will be made to ensure anonymity. Reports of violations or suspected violations will be kept confidential to the extent possible and consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Director, CRCA, or other designated person, will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious contravention of the WECan Code of Conduct and will be subject to disciplinary action.

To report a concern

Talk to your Chapter Executive, your Provincial Director or WECan Executive, or Contact WECan's CRCA or designated person at conflict@workingeq.ca, or Contact the President of WECan at: president@workingeq.ca, or Make a confidential and/or anonymous report by mail to:

Working Equitation Canada 129 Freeman Way NW High River, AB T1V 1V4

No Retaliation

Reprisal, threat, retribution, or retaliation against any person who has, in good faith, reported a violation or suspected violation of law, this Code, or other policies, or against anyone who is assisting in any investigation or process with respect to such a violation, is not condoned and is to be avoided.

Equal Opportunity

WECan will not tolerate discrimination based on race, color, religion, gender, age, national origin, sexual orientation, marital status, disability, or any other protected class.

Harassment

Treat all fellow members, participants, suppliers, competitors and other stakeholders with dignity and respect at all times.

Any type of harassment, including physical, sexual, verbal, or other, is prohibited and can result in disciplinary action up to, and including, permanent membership termination.

Harassment can include actions, language, written words, or objects that create an intimidating or hostile environment, such as:

- Yelling at or humiliating someone
- Physical violence or intimidation
- Unwanted sexual advances, invitations, or comments
- Visual displays such as derogatory or sexual pictures or gestures
- Physical conduct including assault or unwanted touching
- Threats or demands to submit to sexual requests as a condition of participation or to avoid negative consequences

Bullying

We are committed to ensuring that our members and volunteers work in a safe and respectful environment that is free of bullying. Bullying can include:

- Spreading malicious rumor or gossip
- Excluding or isolating someone socially
- Withholding necessary information or purposefully giving the wrong information
- Intimidating someone
- Impeding someone's work
- Constantly changing work guidelines
- Making offensive jokes or sending offensive emails
- Criticizing or belittling someone constantly
- Tampering with a person's personal belongings or equipment

Conflicts of Interest

A conflict of interest can occur when a member's personal activities, investments or associations compromises their judgment or ability to act in the best interests of WECan, its Chapters or its members. Members should avoid the types of situations that can give rise to conflicts of interest.

It is important for members to disclose any relationships, associations or activities that could create actual, potential, or even perceived, conflict of interest to their Director.

External Communication on Behalf of WECan

Only the WECan Executive are authorized to represent WECan to media and/or legal authorities. Members should refer all requests for information or interviews to the Secretary of WECan at secretary@workingeq.ca.

Confidentiality – In General

The organization and its membership maintain the confidentiality of all proprietary information. Proprietary information includes all non-public information that might be harmful to WECan, its members, and its business partners if disclosed.

Confidential information can include:

- Terms of contracts
- Policies and procedures
- Financial statements
- Any other information that could damage the organization or its volunteers if disclosed

Privacy

The organization complies with the requirements of national and international privacy laws. All members are in agreement regarding confidentiality and non-disclosure.

WECan and its members do not disclose any private, personal information of:

- Members
- Volunteers
- Participants
- Competitors
- Suppliers

Record Keeping

All documents, databases, voice messages, mobile device messages, computer documents, files, and photos are records.

Directors or members should never destroy records in response to, or in anticipation of, an investigation or audit.

Protection and Proper Use of Assets

WECan requires all members to protect its assets. All assets should be used for legitimate purposes, efficiently, and for organization business only.

Assets include obstacles, equipment, computers and information systems, telephones, confidential and proprietary information, corporate opportunities, and organization funds.

Suspected incidents of fraud, theft, negligence, and waste should be reported to the CRCA immediately.

Use of Social Media

WECan respects the right of members to use social media for personal and professional purposes. However, members are accountable for what they post on social media and are responsible for complying with WECan policies and procedures when communicating on social media about matters connected to WECan.

Code of Conduct Acknowledgement

By agreeing to the WECan Code of Conduct, you acknowledge that:

- You have read the entire code of conduct and understand your responsibilities related to it.
- You have had the opportunity to ask questions to clarify any unclear aspects of the Code.
- You agree to abide by its guiding principles.
- You agree to report to WECan any violations of the code.
- You agree to cooperate in any investigations of violations of the code.

Members are required to:

- Reveal their relationship with WECan when commenting online on issues related to the organization.
- Respect the privacy of other members and refrain from publishing photos of them without their consent.
- Ensure any information they post related to the organization is accurate.
- Comply with the rules of the social media sites they use.

Members must not:

- “Pretend” to be someone they are not online.
- Speak on behalf of the organization if they are not expressly authorized to do so.
- Share confidential information about WECan, its Directors, members, competitors, or suppliers.
- Post comments or pictures that could harm the organizations brand, reputation, or interests.