



# ***Code of Ethics***

## **Purpose**

The Cycling Instructors Association of Canada (CIAC) Code of Ethics (the Code) has been developed to help Members achieve a level of personal conduct that is consistent with the position and profession of Cycling Instructors. It contains standards of behavior expected of Members while they perform their duties.

CIAC's reputation is based on its Members' adherence to conducting business and relationships in a positive environment that is based on respect of others, openness, fairness, integrity and the respect of all applicable laws and regulations.

## **Scope**

This Code applies to all Members, as per the CIAC general by-laws. Members include each person who applied for and qualifies for Membership as per the requirements established by the Directors.

This Code is designed to give the Members a broad and clear understanding of the conduct expected of them. It is the responsibility of all Members to perform their duties as a Cycling Instructor in compliance with the guidelines set forth herein.

## **General**

This Code is not meant to be a complete code of ethics and business conduct covering every eventuality. Consequently, should Members be confronted with a situation where further guidance is required, the matter should be discussed with a member of the CIAC Board of Directors or relevant Committee. CIAC recognizes the obligation to support its Members' as ethical issues arise.

## **Ethical Guidelines**

The following Code is organized around four (4) key principles. Members are expected to govern their conduct and behaviour in a manner consistent with the following ethical guidelines:

### ***1. Respect for Participants***

This principle challenges all Members to act in a manner respectful of the dignity of all Participants in the sport. Participants include, but not limited to, persons participating in courses from a professional instructor (including members of other professional organizations), persons participating in bicycling outside of courses (general public) or colleagues in the bicycling industry. More specifically, this principle refers to the following values:

#### **a. Respect**

- i. Treat all Participants with respect at all times.
- ii. Provide constructive feedback to Participants in a caring manner that is sensitive and adapted to their needs.
- iii. Refrain from engaging publicly in demeaning descriptions of others in cycling (e.g., statements, conversations, jokes, presentations, and media reports).

- b. Rights
  - i. Respect people as autonomous individuals and refrain from intervening inappropriately in personal affairs that are outside the generally accepted jurisdiction of a Cycling Instructor.
    - 1. Notwithstanding the above, laws in all provinces require every person who perform professional duties with children to report suspected abuse of a child to the appropriate authorities. If a child is believed to be in imminent danger, the police should be contacted rather than reporting through the relevant child protection authority.
- c. Equity
  - i. Treat all Participants equally regardless of their race, ancestry, place of origin, skin colour, ethnic origin, citizenship, nationality, creed, religion, religious beliefs, sexual orientation, gender, gender identity, gender expression, age, record of offences, marital status, family status, economic status, source of income, physical disability, mental disability, physical size or weight, physical appearance, political belief, political association or political activity or any other prohibited ground of discrimination, or any other prohibited ground of discrimination under applicable law.
- d. Empowerment
  - i. Encourage and facilitate Participants' abilities to be responsible for their own behavior, performance and decisions.
- e. Confidentiality
  - i. Exercise discretion in recording and communicating information so that information is not interpreted or used to the detriment of others.

## 2. *Responsible Teaching*

This principle demands that the activities of Members will be done safely and with the best interest of all participants in mind. More specifically, this principle refers to the following values:

- a. Professional Training
  - i. Be responsible for achieving and maintaining a high personal level of professional competence through appropriate training and practice.
  - ii. Keep themselves up-to-date with relevant information through personal learning discussions, workshops, courses, conferences, etc., to ensure their services will benefit others.
- b. Self-Knowledge
  - i. Evaluate how the Participants' own experience, attitudes, beliefs, values, and stresses influence their actions as Cycling Instructors and integrate this awareness into all efforts to benefit others.
- c. Teaching Limits and Safety
  - i. Take the limits of the Participants' knowledge and capacity into account in their teaching practice. In particular, Members must not assume responsibilities for which they are insufficiently prepared.
  - ii. Refrain from working in unsafe or inappropriate situations that significantly compromise the quality of their services and the health and safety of Participants. Refrain from working or providing services when under the influence of drugs, alcohol, or any substance that can alter or impair your judgement and/or professional conduct and therefore, put at risk the safety and security of others, including without limitation, the ones of the Participants.

- d. Complete Effort
  - i. Ensure that every reasonable effort has been applied to help Participants reach their potential.
- e. Harassment and Sexual Relationships
  - i. Harassment is against the law, abstain from and refuse to tolerate in others all forms of harassment.
  - ii. Harassment is defined as follows:
    - 1. Engaging in a course of inappropriate or vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome, or
    - 2. Any inappropriate conduct, comment, display, action or gesture by a person that:
      - a. Is based on race, ancestry, place of origin, skin colour, ethnic origin, citizenship, nationality, creed, religion, religious beliefs, sexual orientation, gender, gender identity, gender expression, age, record of offences, marital status, family status, economic status, source of income, physical disability, mental disability, physical size or weight, physical appearance, political belief, political association or political activity or any other prohibited ground of discrimination, or
      - b. adversely affects the psychological or physical well-being and that the person knows or ought reasonably to know would cause humiliation or intimidation, or
      - c. constitutes a threat to the health or safety of the Participant; or
  - iii. Sexual Harassment includes, but is not limited to, the following:
    - 1. The use of power or authority in an attempt to coerce another person to engage in or tolerate sexual activity. Such uses include explicit or implicit threats of reprisals for noncompliance or promises or reward for compliance.
    - 2. Engaging in deliberate or repeated unsolicited sexually oriented comments, anecdotes, gestures, or touching that:
      - a. can be expected to be harmful to the recipient.
      - b. create an offensive, hostile or intimidating environment;
      - c. are offensive and unwelcome;
    - 3. Be acutely aware of power in teaching relationships between you, the Instructor, and the Participants: Minors can not consent to sexual activities with a person in a position of trust or authority over them, regardless of whether they say they agree to it or not.
    - 4. Sexual intimacy with Participants is not tolerated, unless it is between consensual adults.
- f. Extended Responsibility
  - i. Recognize and address harmful personal practices of others in the sport e.g., drug and alcohol use/addiction, physical and mental abuse, and misuse of power.

### 3. *Integrity*

This principle holds that all Members are expected to be honest, sincere and honorable in their relationships with others. More specifically, this principle refers to the following values:

- a. Honesty
  - i. Accurately represent their qualifications, experience, competence and affiliations in spoken and written communication, being careful not to use descriptions or information that could be misinterpreted.
  - ii. To deliver only courses/programs that they are qualified and authorized to deliver.
- b. Conflict of Interest

A conflict of interest is a situation or circumstance in which the private or personal interests of a person influence, or may be reasonably seen to influence, the independent, objective and impartial performance of one's duty or obligations.

  - i. CIAC expects and requests that all Members be and remain free of interests or relationships and to refrain from acting in ways which are actually or potentially harmful or detrimental to CIAC's best interests.
  - ii. Members in conflict situations must declare conflict of interest when they arise and seek to manage them in a manner that respects the best interests of all those involved.

### 4. *Honouring Sport*

This principle challenges all Members to recognize, act on and promote the value of cycling for individuals and other partners in the sport. More specifically, this principle refer to the following values:

- a. Positive Role Model
  - i. Maintain the highest standard of personal conduct and project a favorable image of cycling and of cycle teaching to Participants and the public in general.
- b. Responsibility to Industry Partners
  - i. Promote cooperation with organizations providing cycling programs, the Cycling Public, and other groups that participate in and promote cycling.
- c. Respect for other CIAC Members or Members of other professional Cycling Organizations
  - i. Respect the good efforts of other Members in the field. Refrain from vilifying the actions of other colleagues in public or private.
- d. Respect of Privilege
  - i. As a professional cycling instructor, privileges are often given, and under no circumstances should these be taken as a right nor be abused so as to cause embarrassment to anyone, including but not limited to other Members, Course Conductors, Directors or Operators. Example of such privileges includes receiving free bike rental.

### **Compliance with the Code**

1. Certified Instructors and Course Conductors are expected to personally adhere to this Code, as well as the policies and laws which govern and support it, and to do their part in encouraging other members of the CIAC community to uphold them as well. Accordingly, all CIAC Members are expected to report violations or wrongdoings which occur in the course of the performance of the services from cycling instructors.
2. All information will, to the extent possible, be received in confidence. No retaliatory action will be taken against anyone for making, in good faith, a report of a violation. However, anyone who takes part in a prohibited activity may be sanctioned even if they report it. An Individual's decision to report will, in all cases, be given due consideration in the event any action is necessary.
3. Any Certified Instructor or Course Conductor who fails to comply with this Code, or who withholds information during the course of an investigation regarding a possible violation of it, is subject to disciplinary action, if applicable, up to and including termination of membership/certification, and/or termination of employment or contractual relationship with CIAC without notice or pay in lieu thereof.

### **Sanctions**

1. This Code will be enforced at all times, including without limitation, on CIAC premises, and where activities related to the business of CIAC take place. The CSIA Management will take all necessary action or measures should any breach, including material breach, of the Code occur.

I acknowledge that I have received, read and understood the Code of Ethics and agree to abide by the standards set out therein (Commitment).

On an annual basis, I agree to review this Code and reiterate my Commitment thereto through such means or form as may be required by CIAC.

Last updated: February 22, 2021