



CODE OF ETHICS

WHEREAS the mission of the Royal Canadian Golf Association, operating as Golf Canada (“Golf Canada”), 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 Golf Canada has earned a reputation for trustworthiness and respect and expects that each of its directors, staff, councils, and committee members recognize and abide by ethical principles that will protect the integrity and respectability of Golf Canada.

THEREFORE this Code of Ethics stipulates and binds directors, staff, council and committee members to the highest level of care, duty and responsibility to Golf Canada. Any complaints under this Code of Ethics can be reported using Golf Canada Whistleblower policy or in accordance with any of the policies listed below. All directors, staff, council and committee members agree to adhere to the following Code of Ethics:

1. In representing Golf Canada, I agree that I will abide with all applicable laws.
2. I agree to be fair, honest and respectful in my dealings with other persons and organizations in all matters pertaining to Golf Canada.
3. 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 Golf Canada. 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 Golf Canada for approval to accept. If acceptance is approved, then I must complete a declaration statement (Appendix 1) and submit my form to Human Resources.
4. 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 Golf Canada.
5. I agree that I shall abide by all policies and by-laws of Golf Canada set from time to time and without restricting the generality of the foregoing, I specifically acknowledge that I have read, fully understand and agree that I am aware of the Whistleblower Policy and that I will abide by the following policies, all of which are posted on Golf Canada web-site, namely Golf Canada:
 - a. Recognition and Prevention of Discrimination, Harassment & Violence Policy;
 - b. Recognition and Prevention of Abuse Policy.
 - c. Privacy Policy;
 - d. Expense Policy; and
 - e. Conflict of interest guidelines in article 4.38 of By-law No. 20
6. I shall ensure that every transaction with which I am involved pertaining to the financial records of Golf Canada reflects the true and complete nature of the transaction.
7. No political contributions (cash or non-cash) will be made by me on behalf of or in the name of Golf Canada.

8. I agree that I will not use confidential or proprietary information gained through Golf Canada business for any purpose other than Golf Canada 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 Golf Canada.

Signature: _____

Date: _____

Print Name: _____



Appendix 1

Declaration Statement

Complete this form by referring to the Code of Ethics policy, item No. 3, for any service benefit or gift received in excess of \$500.

Forward to Human Resources at Golf Canada for inclusion in your personal file.

(Please note that this does not have any tax implications).

Name: _____

Date: _____

Value: _____

Provider: _____

Notes:

Print Name: _____ **Signature:** _____