

TISC CODE OF CONDUCT

1 PREAMBLE

The Toronto Island Sailing Club (TISC) presents an open and welcoming environment to all, and has implemented this Code of Conduct to ensure the preservation of a vital, tolerant and inclusive community. We will exemplify and communicate acceptable behaviour at TISC and take necessary actions to rectify behaviour that is not in accordance with this Code. Everyone using the club, including guests, must adhere to this Code to ensure a safe and pleasurable environment for everyone. This Code applies to all members and guests equally.

2 THE CODE

RESPECT FOR ALL

- 2.1 TISC promotes a culture of tolerance and acceptance in which we respect the rights, dignity and worth of all individuals, regardless of race, religion, gender, ethnic background, place of origin, disability, political beliefs, economic status, or sexual orientation or identity.
- 2.2 Harassment of any kind will not be tolerated including, but not limited to, bullying, threatening, intimidation, abuse, violence, malicious gossip, lewd behaviour and sexual harassment.
- 2.3 We respect each other's personal property. Any item borrowed must be returned in the same condition.
- 2.4 The member directory is for TISC matters only, including locating and contacting another member. No one may copy or redistribute the directory or its contents or use it for commercial or solicitation purposes.

RESPECT FOR HEALTH AND SAFETY

- 2.5 TISC promotes safety for all on both land and water. All health and safety rules contained in the Jib Jab and TISC Bylaws must be followed, including applicable sailing permissions.
- 2.6 No alcohol or drugs that would impair our physical or cognitive abilities will be consumed before sailing.
- 2.7 Any case of serious injury, including but not limited to major loss of blood, head trauma, lack of vital signs, hypothermia, any incident in which emergency services were involved, or any instance in which a member or guest was exposed to blood or other bodily fluids, will be reported promptly -- in all cases within 12 hours of the incident -- to the Vice Commodore, who will notify the TISC Executive.
- 2.8 If an incident of robbery occurs immediately phone 911 and submit a written Incident Report within 12 hours to the Vice Commodore, who will notify the TISC Executive.
- 2.9 No illegal activity at TISC or on Marina property will be tolerated.
- 2.10 Any guests who are under the age of nineteen (19) must be closely attended to as a health and safety precaution and to ensure their adherence to this Code.

RESPECT FOR TISC FLEET

- 2.11 We understand the need for a functioning and long-lasting fleet and will demonstrate stewardship for our boats. While boat captains have primary responsibility for maintaining a vessel we will assist in the upkeep and maintenance of the fleet, especially the vessels we are assigned to for social sailing. TISC vessels must be repaired in a timely manner as set out in the Jib Jab:
 - A. If we notice minor damage to a boat we will attempt a repair if our ability permits, or ask for assistance or advice to complete the repair.
 - B. If we cause damage to a boat we are responsible for that repair. If a repair is beyond our capability we will enlist the assistance of the boat captain or other knowledgeable TISC member. We will prioritize the repair of that boat over sailing or other use of the club.

- 2.12 In accordance with sections 5 and 6 above as well as the Jib Jab and TISC By-laws we will not sail recklessly as doing so not only endangers life and limb to ourselves and others, but may also cause serious damage to the TISC fleet.
- 2.13 All accidents involving a TISC boat that incur damage to that boat or another vessel must be reported promptly to the Fleet Captain, Vice Commodore, and relevant boat captain(s), in all cases within 12 hours.

RESPECT FOR CLUB PROPERTY

- 2.14 TISC is a community club and as such we have a strong sense of stewardship over all club property. The property and clubhouse are highly valued and must be well maintained for optimal enjoyment for the present and future.
- 2.15 We will clean up after ourselves, leaving the property in better condition than we found it, including but not limited to: picking up all waste, composting, recycling, maintaining cleanliness of food preparation areas, and washing up all dishes and utensils we used as well as the last orphan glass on the counter.
- 2.16 Smoking or e-cigarettes is not permitted in the eating area or where it may bother other members or guests.
- 2.17 As the marina is inhabited overnight by many boat owners, we will ensure we keep noise to a minimum late at night.
- 2.18 No one may use TISC Wi-Fi and/or internet so as to: cause harm to others; violate the law; encourage others to violate the law; or to view, transmit or download sexually explicit or pornographic materials.
- 2.19 No one (organizations or individuals; member or otherwise) may use TISC as a mailing address, telephone contact, or for storage, without approval of the TISC Executive.
- 2.20 TISC only displays items such as posters, brochures, and flyers that are relevant or of interest to members. We will not post anything which is political or religious in nature, or that contains offensive or pornographic images or language.

3 DISCIPLINARY MECHANISM

This policy provides Members, Guests and the Club with a mechanism for dealing with behaviour and actions that may be offensive, harassing or intimidating, at any club or related activity. This mechanism applies to any real or perceived infractions of any aspects of the Code of Conduct. The procedures below use harassment as an example, but apply to the entire Code.

OPERATION/PROCEDURE

- 3.1 TISC Executive will establish a Review Committee to receive complaints regarding harassment and other Code of Conduct perceived infractions.
- 3.2 The Committee will consist of five volunteers chosen by vote of the Executive from within their ranks and/or the general membership. The Committee should be gender balanced.
- 3.3 In the event that a Member or Guest feels that s/he has been harassed by another Member or Guest, the person may:
 - A. Tell the harasser his/her behaviour is unwelcome and ask him/her to stop (This is not necessary in order to file a complaint, but it is generally good practice); and/or
 - B. Keep a record of incidents (date, times, locations, possible witnesses, what happened, your response). It is not required to keep such a record in order to file a complaint, but a record can strengthen a case and help a person remember details over time; and/or,
 - C. File a complaint with the Review Committee or an Executive Member who will forward it to the Review Committee. This may be an oral or written complaint. All complaints will be kept strictly confidential, with the exception of the Complainant, the Respondent (the accused) and necessary

witnesses. The executive will no longer be involved until a resolution report is put forward by the review panel.

- 3.4 The Committee will form a three-member Review Panel to examine and deal with the complaint. If the Committee can't form a Review Panel of three for a particular complaint (due to the unavailability of committee members, or the complainant or respondent being members of the committee, or another conflict of interest) then the Review Committee will ask the Executive to supply a temporary substitute committee member, to ensure the Review Panel is composed of three people. All complaints will be kept strictly confidential, with the exception of the Complainant, the Respondent (the accused) and necessary witnesses. An investigation will be undertaken promptly and all necessary steps taken to resolve the problem. The Review Panel may conduct this investigation in writing and/or in person.
- 3.5 The Panel will identify one of its members to attempt a resolution by informal means. If the complaint is successfully resolved by informal means, the Panel will inform the Commodore and Vice Commodore regarding the nature of the complaint and its resolution, without identifying the participants. If this is not successful, the Panel will proceed with the steps outlined below.
- 3.6 The Complainant must put the complaint in writing for the Panel to review. The Respondent will receive the complaint and respond in writing. Both the Complainant and the Respondent will be interviewed and communicated with (in writing, personally or both) by at least two members of the Review Panel, as well as any individuals who may be able to provide relevant information. All information will be kept in confidence by all parties to the communications.
- 3.7 If the investigation reveals evidence to support the complaint, the Review Panel will make a recommendation to the Executive that the Respondent be disciplined, and will recommend one or more forms of discipline, having regard to the nature and seriousness of the infraction. Such recommendation may include discipline ranging from warnings, to suspension, to an expulsion from the Club. The Executive can choose to implement any discipline it chooses. This could include all, part, or none of the review panel's recommendation, as well as any forms of discipline not in the review panel's recommendation. The Executive will then inform both the Complainant and Respondent of its decision, as well as the Committee.
- 3.8 Where the Review Panel has determined that a complaint is filed in a vexatious manner and not in good faith, the Review Panel may recommend to the Executive that the Complainant be disciplined. There will be no repercussions against a Complainant where the complaint is filed in good faith, whether it is upheld or not.
- 3.9 For each Fall General Meeting, the Review Committee will provide a brief report to the membership about the number of complaints made, recommendations for each complaint, and the final decisions of the Executive for each complaint.

4 ENFORCEMENT OF THIS CODE

It is the collective duty of every member to act in accordance with this Code. If you feel that a member (or guest) has violated this Code, you have the right to speak to a member of the Executive or the Review Committee to express your concerns. If you choose to file a formal complaint, the procedures outlined immediately above will be promptly engaged.

See Section 13 of the TISC Bylaws for information on the Review Committee, the powers of the Executive regarding penalties for Code infractions, and the appeal process.