

An abstract graphic on the left side of the page, consisting of several overlapping, flowing blue ribbons or waves that curve upwards and then downwards, creating a sense of movement and depth. The colors range from light sky blue to a deep navy blue.

CODE of CONDUCT



INTRODUCTION

The Code of Conduct has been developed to ensure a safe, friendly and respectful place for our employees, members and guests, to gather in the spirit of cooperation, relaxation, good will, fun and friendly competition. The Code of Conduct differs from club regulations in that it provides a guideline as to what constitutes acceptable or unacceptable behavior and it defines the procedures for reporting infringements.

This code is to be read in conjunction with the following documents of Pointe-Claire Yacht Club (PCYC):

- By-laws, articles, policies and regulations;
- Harassment and Discrimination Policy.

PCYC expects staff, members, their guests, visitors and others while on the property, including the club water activities, to behave in a manner that is consistent with the values of the club and does not contravene any laws, club by-laws or policies.



PCYC VALUES AND KEY PRINCIPLES

Respect

Our environment is one where people show respect for others and their property, both on and off the water. Respect is defined as consideration for the well-being of another's body, emotions, and possessions, to ensure no damage or deprivation is caused to them.

Freedom from harassment

The activities of our club are conducted free from harassment. Harassment is defined as any action directed at an individual or group that creates a hostile, intimidating, or offensive environment.

Freedom from discrimination

We act in a non-discriminatory environment. This means that everyone, irrespective of race, color, religion or sexual orientation, shall have an equal opportunity and shall receive fair treatment in accordance with the law, as well as the club by-laws, articles, policies and regulations.

Safety

Our safety and that of others is of paramount importance in all activities, especially those on or near the water. Everyone should recognize that there are inherent dangers in all boating activities, including sailing, and that diligence in safety procedures is the best way to safeguard our members, students and guests against these dangers.

Club Property

Everyone shall respect the club's facilities and equipment and keep the club property neat and orderly at all times.

Quiet Hours.

We are all here to enjoy the ambiance and fellowship but please keep in mind that other members and their guests may be sleeping on their boat. We ask that you maintain quiet hours between 11 pm and 7 am.

Music

Music played at the clubhouse or on the terrace shall remain under the control of the employees of the club. Members can play their own music while on their boat but must be respectful of other members who may not enjoy the genre of the music or the volume it's being played.

Drugs and Alcohol

Members are subject to and should respect the conditions under which the PCYC's liquor permits have been issued. They will not bring or consume their own alcohol on the club's premises. They should not engage in the excessive use of alcohol and not act in a way that becomes a public nuisance or creates a public disturbance. Members will not permit any persons under the age of 18 (eighteen) for whom they are responsible to be served or receive alcohol.

No member shall engage nor participate in the use of illegal drugs on the PCYC premises; Cannabis is prohibited on club grounds, including the designated smoking area.

Members who drink alcohol, smoke or vape cannabis on their boats are asked to be respectful of their neighbours.

MEMBER AND EMPLOYEE CONDUCT

All members and their guests, and employees when applicable, shall:

- Abide by local, provincial and national laws and regulations that apply to the club's operations and to the by-laws, articles, policies and regulations of PCYC;
- Obey lawful directions from a PCYC officer or employee and respect decisions made by the Executive of the Club;
- Respect the privacy of other persons;
- Treat all persons with respect and dignity, with proper regard for their rights and obligations, without any prejudicial behavior;
- Conduct themselves in a sportsman-like manner on and off the water at all times, including during club competitions;
- Be good stewards of the environment: the harbor and the waters in which we sail, the yard and the property surrounding the club; For additional guidelines, please refer to our green policy, available from our web site at <https://pcyc.qc.ca/en/>
- Take responsibility for their guests and minors at all times while on the PCYC premises;
- Be fair, considerate, and honest in dealings with others;
- Be keenly aware of safety issues related to sailing and powerboating at all times, and act to minimize danger to everyone, including oneself, both on and off the water;
- Respect the club's facilities and clean up after their use (BBQ, picnic tables and disposing garbage and recycling in the appropriate receptacles). Any member or employee damaging or destroying the club's property shall pay such compensation as may be set by the Executive.
- Control their pets at all times and not allow them to run free on the club's property. They must be on a leash while walking the docks and owners are responsible to clean up after them. Any pet that unduly disturbs other members shall be removed from the club's property. With the exception of guide or service dogs acting as a health companion, no pets are permitted at any time in the clubhouse.
- Smoke in designated areas around the clubhouse.
- Be an ambassador for the club in the community and as a guest at other clubs.
- Make decisions that are in the interest of the club and not of their own;
- Refrain from engaging in any form of abusive, aggressive, disrespectful, violent or otherwise discourteous behaviour towards other members, guests, employees, management, officers or directors either directly or through social media or otherwise;
- Express all disagreements regarding decisions made by the Executive Committee through the proper channels. Divergence of opinion is welcome but should be addressed directly to the General Manager or the Executive Committee.
- Never represent the PCYC in any dealings, unless authorized by the Executive Committee, or the General Manager;
- Never attempt to or enforce the Code of Conduct, the By-laws, articles, policies and regulations in lieu of the Executive Committee of the club.

INTERACTION WITH CLUB MANAGEMENT AND STAFF

Members must understand that:

- They have no authority to instruct club staff on their duties or job performance, and shall not discipline or disrespect the staff;
- Club management is solely responsible for instructing the staff in the performance of their duties;
- Members may comment and are welcome to make suggestions to the General Manager and the Executive Committee regarding concerns about the performance of the club's staff on their duties or on the operation of the club, for the betterment of the club;
- If a member or guest is viewed by a qualified club employee as having over-consumed alcohol, the member or guest will be refused alcohol service, as required by provincial laws; appropriate actions will be taken to ensure his or her safety, including preventing the member or guest from operating a boat or vehicle.

TREATMENT OF A REPORT SUBMISSION

- Any submission made by an employee or a member regarding unethical behaviour will be treated on a confidential basis, unless required by law or if specifically permitted. Submissions will only be disclosed to those persons who have a need to know in order to properly carry out an investigation of the potential unethical behaviour.
- Anyone who in good faith reports unethical behaviour will be protected from threats of retaliation. False or misleading statements may however lead to disciplinary actions being taken against the person making such false accusations.
- Any submission made will be treated by the Executive according to the following principles:
 1. Fairness
 2. Neutrality
 3. Thoroughness
 4. Timeliness

PERSONAL INFORMATION

Members and employees' personal information is protected by security safeguards appropriate to the sensitivity of the information and may only be used for reasonable purposes relating to the management of the employment or member relationship or for other purposes as may be required by law.

UNRULY BEHAVIOUR

On becoming an employee or a member of the Pointe-Claire Yacht Club or the renewal thereof, each person, family or guest of a member shall be bound by the present Code of Conduct, and all future amendments. Each one shall be liable to the consequences of a breach of the Code of Conduct. These may include:

- For a member: revocation of certain privileges, suspension or termination from the club.
- For an employee: suspension without pay or discharge
- Legal proceedings – civil or criminal for conduct unlawful under Provincial or Federal law.

Members observing disorderly conduct, unusual behaviour or disturbances at the PCYC shall use the Incident Reporting form, available at the club's office and on the club's website to inform the General Manager or one of the two designated members of the Executive at the earliest opportunity. Please refer to the instructions appearing on the form.

The following are examples of unacceptable behaviour:

Disruptive Behaviour

Behavioural indicators include but are not limited to:

- The use of unacceptable language towards a member, staff or guest;
- Unacceptable behaviour towards a member, staff or guest;

Abusive/Continuous Disruptive Behaviour

Behavioural indicators include but are not limited to:

- The repetition or continuation of a disruptive behaviour; Belligerent, obscene or lewd behaviour towards a member, staff or guest.

Threatening behaviour (Police action may be required)

Behavioural indicators include but are not limited to:

- Threatening or injuring a member, staff or guest;
- Intentionally tampering with or damaging PCYC property or boats in the harbour;
- Violent, argumentative, threatening, intimidating or disorderly behaviour including harassment, discrimination and assault
- Theft

Safety and security threat (Police and potentially legal action required)

An incident which constitutes a safety or security threat and which includes but is not limited to:

- A credible threat of death or serious bodily injury to a member, staff or guest;
- The display or use of a weapon.
- An accusation of sexual assault
- Theft

Members should be aware that incident reports and action taken by the Executive Committee may be kept temporarily or permanently on file.

(Appendix follows)

APPENDIX 1

ADULTS IN THE PRESENCE OF OR INTERACTING WITH MINORS

This appendix applies to everyone working or interacting with minors in our organisation and provides standards of appropriate behavior

INTERACTION WITH MINORS

The Pointe-Claire Yacht Club is committed to the safety and well-being of minors who use our services. Our volunteers, members and staff shall treat them with respect and understanding at all times.

The following rules and guidelines shall apply when interacting or in the presence of minors:

- *Always place the safety and welfare of minors above other considerations;*
- *Be responsible and accountable for the conduct of minors under adult supervision;*
- *Use appropriate language – no profanity, derogatory terms, nor sexual jokes/innuendos;*
- *Care shall be taken when establishing relationships with minors under adult supervision;*
- *Avoid close physical contact – unless necessary due to the nature of the activities and age/abilities of minors*
- *Exercise appropriate behaviour and discipline: corrective actions shall not be punitive, humiliating nor aggressive;*
- *There shall be no interaction whatsoever with any minor while impaired or under the influence of drugs and/or alcohol*
- *Do not photograph, publish nor distribute photographs of minors without the knowledge and authorization of their parent or legal guardian,*
- *Do not engage in the use of any social networking media with any minor without the knowledge and authorization of the parent or legal guardian. Social networking includes (and is not limited to) email, phone, online chat, texting, Facebook, Instagram, etc.*

Parents or guardians should ensure that minors under their supervision:

- *Abide by this Code of Conduct and by the Racing Rules when participating in a competition;*
- *Respect the physical property and facilities provided by PCYC;*
- *Treat all other minors as they would like to be treated. No bullying or unfair advantage of others;*
- *Control their temper. Verbal abuse of officials, other members or competitors, deliberately distracting or provoking other competitors is not acceptable nor permitted.*

Parents and guardians of minors

- *Shall be requested to remove the minor under their supervision from the Club's premises in instances where their behaviour is socially unacceptable.*
- *Shall display good sportsmanship towards other parents, instructors, race officials or other minors.*

APPENDIX 2

COVID PROTOCOLS

1- COVID-19 - CODE OF CONDUCT ON PCYC PREMISES

The following reflects the directives provided by the health authorities as of July 11, 2020. They may be revised from time to time as the situation evolves. PCYC will regularly communicate any changes as they become known.

- 1. WEAR A MASK on the premises when moving around*
- 2. WASH YOUR HANDS coming in and out, before touching a cart, handle....*
- 3. MAINTAIN SOCIAL DISTANCING at all times.*

Bathroom

Floor markings have been made in the bathroom and only one member can enter the restroom at a time. The door will be locked and you will have to use the code to access (same door code as the one on Cartier). You are asked to come in from the regular entrance (east side) and exit through the west side. At the door before entering the bathrooms, call to find out if there is anyone in. Masks must be worn when moving around. The lockers, changing rooms and showers will not be accessible.

Guests

Please wait for them at the gate and accompany them to your boat and back to the gate when leaving. DO NOT give the gate code to your guests.

Since we have very limited services and space available (tables, chairs, BBQ) and we have to limit the number of people on the premises, guests will not have access to our terrace and amenities. We must reserve this space for our members.

Guests can use the chemical toilets that are made available by the city in the parking area to the north of the club (Lakeshore Avenue). Using your boat's barbecue is STRICTLY FORBIDDEN while at the dock.

Terrace

A sanitizer is provided so you can disinfect the chair's arms before sitting on the terrace or the veranda. The tables have been arranged according to health authorities' protocols. You may remove your mask while sitting. The 2-meter rule is in effect unless you are from the same household. Only members of the same household may sit together, or two members from a different household can sit at the same table provided that they are sitting one at either end (lengthwise).

Please wash or disinfect your hands before filling your water bottle at the fountain.

Two barbecues have been made available but you will need to bring your own plates, utensils, and tools. A list of takeout restaurants is also posted on the bar window.

2- COVID-19 - CODE OF CONDUCT FOR BOATING

The success of a safe boating environment (for sailboats and powerboats) at PCYC relies on the ability of members to rigorously apply FVQ (Fédération de Voile du Québec) health guidelines in the practice of our favorite activity.

The main directive on board any boat with crew/guests NOT living under the same roof is to ensure that a physical distancing of 2m is maintained at all times.

Here are additional guidelines to make your boating experience safer and healthier when inviting guests or crew NOT living under the same roof:

- *Disinfect the boat if last used within 48 hours and wash your hands before boarding,*
- *Limit the number of crew or guests on board so that the 2m physical distancing is maintained at all time,*
- *If the weather conditions are not conducive to physical distancing, cancel the outing,*
- *Wear a mask before/after boarding and during the preparation of the boat and equipment,*
- *Make as many of the preparations as possible at the dock, with the least number of people possible and while wearing the mask. (Remember that a wet mask is ineffective or even dangerous),*
- *Each crew/guest should use their own equipment as much as possible (ex. hat, sunscreen, sunglasses, water bottle, towel, gloves, lifejacket, etc.),*
- *It is recommended that objects, equipment and gear are not shared. Should this occur, have protocols in place for disinfecting the equipment such as a bucket of warm soapy water, an effective disinfectant spray, hand sanitizer, etc.),*
- *Allow your crew or guests to board the boat at the last minute and only for the duration of the outing,*
- *Prohibit access to the cabin to anyone who does not live under the same roof as the owner or primary user,*
- *Modify maneuvers and movement on the boat to reduce the amount of time the 2m physical distance requirement is broken to a minimum:*
 - *Limit the cumulative time of maneuvers that break the physical distance requirement of 2 meters to less than 15 minutes for the entire day*
 - *Reduce the boating time to ensure that the cumulative period of time the physical distancing requirement of 2 meters is broken is less than 15 minutes*
- *If you don't think you can respect the 2m physical distancing requirement and limit the cumulative breaking of the requirement to less than 15 minutes, do not invite guests/crew on your boat or cancel the outing,*
- *As much as possible, avoid being downwind of another person,*
- *For each outing, the owner or primary user shall:*
 - *keep a log of outings,*
 - *their duration,*
 - *people on board,*
 - *their telephone numbers.*
- *As much as possible, keep the same crew or guests, especially if several outings/regattas are planned in the same week.*

Caution should be our main focus. The virus is still out there and it is everyone's responsibility to protect all against it.

END