



Code of Conduct

The intention of this policy is to establish clear and acceptable behaviour expectations for the Pender Island Golf (herein referred to as the “Club”) members , employees and guests. The intent is to ensure that all persons are treated with dignity and respect while playing, working or volunteering at the Club golf course and clubhouse.

Objectives:

The Club’s vision is a welcoming community for all. To that end, the objective of this policy is to ensure an environment that is free from discrimination, harassment, abuse and violence for members, employees and guests.

Responsibilities:

By applying for and accepting membership in the Club, being employed at the Club or a guest at the Club, every member/employee/guest is deemed to agree to the following:

1. Their privileges and rights are governed by the Club by-laws and policies and rules; and
2. The conduct of each member/employee/guest is subject to the Club by-laws, policies and rules.

Conduct:

All members, employees and guests will:

1. Conduct themselves with personal integrity and in a sportsmanlike manner.
2. Respect the rights of all other members, employees and guests.
3. Not engage in any form of discrimination or harassment.
4. Respect the golf course, equipment and facilities.
5. Refrain from any illegal use of drugs or excessive use of alcohol.
6. Abide by all local, provincial and national laws and regulations.
7. Be an ambassador for the Club.

Members, employees and guests must understand that:

They have no authority to instruct staff on duties or job performance. Club Management is responsible for instructing staff in performance of their duties.

Constructive comments regarding the operation of the Club, for the betterment of the Club, are to be directed to the President of the Club or to a Board Member.

Members, guests and employees behaviour must always be respectful in dealing with employees, Directors or other members and guests.

Violations:

The Management of the Club has the authority to enforce the Code of Conduct with any members, guests or employees who are in violation. This may include suspension of rights and privileges of the offending member and/or termination of membership, disciplinary actions towards an employee up to and including termination of employment. With regards to a guest in violation, if found to have broken the Code of Conduct, further participation at the Club will be terminated.

Disciplinary Review Process:

1. All complaints will be directed to the Secretary of the Club.
2. The member/employee/guest against whom the complaint has been made, will be notified of the complaint and given an opportunity to respond to the complaint.
3. The Secretary will forward the complaint to the members of the board who will review the complaint and its response.
4. Further investigation of the complaint will be carried out if necessary by the board that may result in termination or suspension of membership or suspension of employment or in the case of a guest, barring the guest from further play at the Club. In all other cases the board may work to resolve this issue, or simply issue a reprimand.
6. The member/employee/guest will be provided an opportunity to appear before the Board of Directors and be heard if the member/employee/guest does so request.
7. If such member/employee/guest appears, but fails to satisfy the Board of Directors, the member/employee may be subject to any of the penalties provided herein at the discretion of the Board of Directors.
8. The President will involve a legal authority as appropriate.

Disciplinary Sanctions:

Based on the severity of the misconduct, the Club may apply any of the penalties for the Code of Conduct violations:

1. Issue a verbal or written warning to the member/employee/guest.
2. Temporarily suspend the member/guest privileges.
3. Temporarily suspend the employee's employment.
4. Expel the member permanently.
5. End the employment of the employee.
6. Inform the guest they are no longer welcome to play at the Club.

Other Considerations:

1. While the Board of Directors considers the complaint, the member will enjoy all membership privileges to which they were entitled prior to the complaint. The employee will continue to carry on with their assigned work. The guest will continue to be allowed to play at the Club.
2. All violations of the Club Code of Conduct shall be cumulative during his/her membership and actions/letters shall be kept on file.
3. A member whose membership has been terminated or is under suspension, shall not be invited by another member or guest to play at the club.

Pender Island Golf Club
Board of Directors
November 2022