



Policy title:	Conduct Policy	
Adopted:	Replaced original policies: Harassment (June 2010), Conflict of Interest (June 2010), Complaint Resolution Policy (November 2009) and several previous Code of Conduct Policies in September 2017 (revised August 2018, December 2018, December 2019, January 2020, May 2020; December 22, 2021)	
Current version approved by Board of Directors:	December 19, 2022	Revised August 15, 2023, and June 10, 2024
<p>This Policy has been prepared by Canada Artistic Swimming (CAS) and is applicable to CAS, its PTSOs, Affiliated Organizations, and Registrants. This document cannot be modified without consultation with and approval by CAS.</p>		

This Policy should be read together with the CAS Safe and Welcoming Sport Policy Suite Overview, including the definitions that are set out in the Overview.

Purpose

1. The purpose of this Conduct Policy is to foster a positive, safe, and respectful work and sport environment where:
 - a) The Organizations' values and expected standards of behaviour are understood, communicated, and lived by all Individuals and Organizations;
 - b) There is adherence to all applicable laws, regardless of where the Activity or Event takes place; and
 - c) The Individuals' conduct is ethical, transparent and fosters confidence in the integrity of the sport and the Organizations.

2. The purpose of this Policy is also:
 - a) To ensure the decisions and actions of Individuals and Organizations are consistent with the CAS mission, vision, values, and policies; and
 - b) To define those actions and behaviours that are not permitted so that they are known to Individuals and Organizations and can be avoided.

Statement of Values

3. Individuals and Organizations are expected to conduct themselves in all matters involving or impacting the Organizations or where they may be seen to be representing these Organizations, with integrity and in a manner that is consistent with these Organizations' values and the highest standards of behaviour upon which the Organizations' image and reputation rests.
4. Individuals and Organizations will:
 - a) Acquaint themselves with the CAS, PTSO or Affiliated Organization's mission, vision and values and behave at all times in a manner consistent with them;
 - b) Adhere to all federal, provincial, municipal and host country laws;
 - c) Not participate in, condone, or engage in dishonesty, fraud, deceit, misrepresentation, or illegal activities;
 - d) Not knowingly disseminate false or misleading information about an Organization or Registrant;
 - e) Act, when appropriate, to correct or prevent practices that are unjust, discriminatory, or otherwise contravene this Policy;
 - f) Cooperate with internal or external investigations, and any disciplinary procedures, related to concerns of possible misconduct, Prohibited Behaviour or Maltreatment under this Policy or the Universal Code of Conduct to Prevent and Address Maltreatment in Sport ("UCCMS") by providing honest, accurate, complete, and timely information;
 - g) Act in a responsible manner in relation to the media and with respect to the content of personal websites and information posted on social media sites including Facebook, X (formerly known as Twitter), Instagram, YouTube, TikTok, and Snapchat;
 - h) Provide a healthy and safe work and sport environment for the Athlete and everyone involved in the sport;
 - i) For Individuals, provide a valid police record check and other background screening checks as required by CAS or the Organization's Screening Policy;
 - j) Support the principles of the Responsible Coaching Movement;
 - k) For Individuals, complete the Respect in Sport Training Program or authorized equivalent as required by CAS, a PTSO or an Affiliated Organization; and
 - l) Comply, as applicable, with the Organizations' By-laws, Policies, and rules, as amended from time to time.

Application

5. This Policy applies to all Individuals and Organizations, including:
 - a) CAS, PTSOs, Affiliated Organizations and Registrants;
 - b) Directors, officers, committee members and Volunteers of the Organizations;
 - c) Employees and anyone under contract with the Organizations and anyone attending their offices or other workplaces for work or training-related purposes;
 - d) All Athletes eligible for selection to, or forming part of, any team participating in competitions or any other Activities or Events over which the Organizations have jurisdiction;
 - e) Coaches, Officials, Support Personnel and Persons in Leadership;
 - f) Parents, spectators and Related Parties involved in the Organizations' Activities and Events.
6. This Policy applies at all times, wherever an Organizations' Activity or Event takes place, which includes their respective offices as well as external locations in Canada and abroad. Activities and Events include:
 - a) Meetings of the Organizations' Board of directors and all committee or Coach meetings, whether in person, by phone or other virtual means;
 - b) Annual meetings, special meetings, hosted conferences, or clinics;
 - c) Employment in an Organization, and all meetings and social events hosted or organized by the organization;
 - d) Participation in sanctioned competitions including related training and organized group travel;
 - e) All selection, trials and assessment processes and training or practice time, whether inside or outside Canada;
 - f) Any other Activities or Events as defined in the Safe and Welcoming Policy Suite Overview.
7. This Policy also applies to Individuals' and Organizations' conduct outside of the Organizations' Activities or Events when such conduct adversely affects relationships within these Organizations and their work and sport environment or is detrimental to the integrity, image, or reputation of the Organizations or the sport of artistic swimming. Such applicability will be determined by the Organizations at their sole discretion.

Commitment to Non-Retaliation

8. Individuals and Organizations are expected to report or raise any concerns about any misconduct, Maltreatment or Prohibited Behaviour, and to work together to ensure a positive, safe, and respectful work and sport environment. It is a breach of this Conduct Policy for any Individual to engage in any act that threatens or seeks to intimidate another Individual with the intent of discouraging that Individual from reporting or raising a concern, in good faith, pursuant to any Organization's policy. It is also a breach of this Conduct Policy for an Individual to report or raise a concern for the purpose of retaliation, retribution or reprisal against any other Individual. Any Individual found to be in breach of this section shall be liable for the costs related to the disciplinary process required to establish such a breach.

Obligation to Report

9. It is a breach of this Policy if an Individual or Organization knows about an incident of misconduct, Maltreatment or Prohibited Behaviour but fails to report it. Failure to report such misconduct to the ICA or the applicable PTSO's Complaint Triage Officer may result in disciplinary action by the Organization.
10. If there are reasonable grounds to suspect a Minor or Vulnerable Participant needs protection because of Maltreatment or Prohibited Behaviour including sexual, physical, or emotional Harassment, neglect, or other risk of harm, Individuals and Organizations have a legal duty to immediately report the suspicion or relevant information to the ICA or the applicable PTSO's Complaint Triage Officer and, when applicable and required by law, to the appropriate agency or the police. The ICA or Complaint Triage Officer may report the Reported Incident or Complaint to the appropriate agency or the police.

General Behaviour Expectations and Standards

Anti-Doping

11. The Organizations have adopted the Canadian Anti-Doping Program (CADP) which strictly prohibits the use of prohibited substances and prohibited methods or any conduct that otherwise constitutes an anti-doping rule violation as described therein. In addition, they abide, when applicable, by the World Aquatics doping control rules, the World Anti-Doping Code, and the anti-doping rules of any other anti-doping organization with authority over the Organizations.
12. All Individuals have a responsibility to:
 - a) Comply with the CADP and, when applicable, the World Aquatics doping control rules, the World Anti-Doping Code and the anti-doping rules of any other anti-doping organization with authority over the individual and refrain from committing any anti-doping rule violations as defined in these anti-doping rules;
 - b) Respect any sanction imposed pursuant to a breach of the CADP, World Aquatics doping control rules, World Anti-Doping Code or the anti-doping rules of any other anti-doping organization with authority over the Individual , whether imposed by CAS, the CCES or any anti-doping organization; and
 - c) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport, who has been found to have committed an anti-doping rule violation and is serving a period of ineligibility imposed pursuant to the CADP, the World Aquatics anti-doping regulations, the World Anti-Doping Code or any applicable anti-doping rules.
 - d) Cooperate with any anti-doping organization that is conducting an investigation into any anti-doping rule violation(s)

- e) Refrain from any offensive conduct toward a Doping Control official or other individual involved in Doping Control, whether or not such conduct constitutes tampering as defined in the Canadian Anti-Doping Program
- f) All Support Personnel who are using a prohibited substance or prohibited method (per the Canadian Anti-Doping Program) without a valid and acceptable justification shall refrain from providing support to Athletes that fall under any Organization's jurisdiction.

Confidentiality

- 13. Individuals and Organizations may have access to Confidential Information. Confidential Information includes:
 - a) Personal information or protected information about Individuals or Organizations as defined in the Organization's Privacy Policy;
 - b) Information that is not known or available to the Individual or Organization on a non-confidential basis prior to its disclosure to the Individual or Organization including financial information, strategic plans, intellectual property, and information related to the programs, business, or affairs of the Organization; and
 - c) Information that is not known or available to the general public other than as a result of disclosure by the Individual or Organization.
- 14. Individuals and Organizations have a duty to take reasonable steps to secure Confidential Information and not to disclose such Confidential Information, including once an Individual ceases to work, provide services, or volunteer for the Organization. Individuals must not use information that is gained due to their relationship with the Organization for personal profit, or in order to further any personal, private, or public interest.
- 15. Any intentional or negligent disclosure of Confidential Information to persons who the Individual or Organization knew, or ought to have known, should not have received the Confidential Information, or misuse of such Confidential Information, may result in sanctions under this Policy and the Organization's Discipline and Complaint Policy and Procedure, as applicable.
- 16. Individuals and Organizations are required to maintain any information related to a Complaint, Appeal, or other dispute including information related to any Complaint under the Harassment, Discrimination and Maltreatment Policy strictly confidential unless authorized under the Organization's By-laws or Policies. Any breach of such confidentiality reported to the ICA or the applicable PTSO's Complaint Triage Officer as a breach of this obligation by the Individual and Organization may result in an immediate sanction.

Equity and Inclusion

- 17. The Organizations are committed to promote the benefits, principles and opportunities of Equity, Diversity, and Inclusion (EDI) in all their Activities and Events. All Individuals and Organizations share a responsibility to provide a sport and work environment that fosters these values contemplated in CAS's Equity, Diversity and Inclusion Policy and will ensure that they are key considerations when setting policies and developing, updating, or delivering their programs.

Discrimination, Harassment and Maltreatment

18. Individuals and Organizations are expected to support a work and sport environment that fosters respect and promotes everyone's dignity and self-esteem. The Organizations recognize that Discrimination, Harassment, Prohibited Behaviour and Maltreatment as defined in the Safe and Welcoming Sport Policy Suite Overview and the UCCMS can poison the work and sport environment, not only for the group targeted, but for many other Individuals. Individuals must recognize that it is the impact of the behaviour on a recipient that is paramount, not the intent of the person who engages in the perceived offending behaviour.
19. All Individuals and Organizations subject to this Conduct Policy shall also comply with the Harassment and Prohibited Behaviour Policy.
20. A Reported Incident or Complaint of Discrimination, Harassment, Prohibited Behaviour or Maltreatment will be managed in accordance with the applicable Organization's Discipline and Complaint Policy and Procedure, and will be considered to be a Major Infraction as defined in Safe and Welcoming Sport Policy Suite Overview, unless the ICA or the applicable PTSO's Complaint Triage Officer determines otherwise.

Conflicts of Interest

21. Individuals subject to an Organization's Conflict of Interest Policy are expected to respect and comply with the Conflict of Interest Policy and act in the best interests of the Organization by avoiding Conflicts of Interest. They must avoid situations where their personal interests or the personal interests of their Related Parties could interfere or conflict, directly or indirectly, with their obligations to the Organization.

Drugs, Alcohol, Cannabis, Tobacco and E-smoking Products

22. Individuals or Organizations must never provide, promote, condone, or ignore substance abuse, the non-medical use of drugs, or the use of prohibited substances or methods, or, in the case of Minors, the use of alcohol, cannabis, tobacco or e-smoking products.
23. The use of alcohol, non-medical cannabis, tobacco, or e-smoking products in the workplace is prohibited, subject to any required accommodation.
24. Individuals will refrain from consuming alcohol, cannabis, tobacco, or e-smoking products while engaged in the Organizations' Activities and Events or including sanctioned competitions.
25. Individuals will exercise moderation when consuming alcohol or cannabis products in adult-oriented social situations associated with the Organizations' Activities or Events where Minors are present.

Cannabis

26. Laws passed by the federal government and each Canadian province and territory define restrictions on recreational cannabis use including minimum cannabis use age and where cannabis may be consumed. Individuals and Organizations will adhere to all federal, provincial, and territorial laws on cannabis use.
27. The CCES has cannabis on its list of prohibited substances and cannabis use by any Athlete subject to the CADP may be considered doping. All Individuals have a responsibility to understand and observe the CCES rules on cannabis use.

Social Media

28. Individuals and Organizations should be aware that their social media activity may be viewed by anyone, including CAS, and they are expected to act in a responsible manner in relation to the content of personal or Organizations' websites and information communicated and shared on blogs and over social media sites. In addition, Individuals and Organizations are also subject to other specific Policies that address social media.
29. Individuals and Organizations will:
 - a) Acquaint themselves with the CAS, PTSO or Affiliated Organization's mission, vision, values, policies, and best practices regarding the use of social media, and behave accordingly;
 - b) For Individuals, protect their privacy and take care to understand the social media site's privacy settings and terms of service;
 - c) Take reasonable steps to secure Confidential Information and to not disclose such information;
 - d) For Individuals, maintain a clear distinction between personal and professional social media use including having two separate accounts for these purposes where required;
 - e) Ensure that all content is appropriate for viewing by Minors;
 - f) Ensure all online dialogue and interactions with Minors or Vulnerable Persons observe guidance on one-on-one interactions;
 - g) Never use social media for bullying, cyber-Discrimination, Harassment, Prohibited Behaviour or Maltreatment; and
 - h) Not post any picture or video, including any altered or fabricated picture or video, on any social media platform that is harmful, disrespectful, disparaging, insulting, embarrassing, or otherwise offensive to any Individual.
30. Removing content from a social media platform after it has been posted (either publicly or privately) does not prevent an Individual or Organization's prior conduct in posting that content from being subject to the Discipline and Complaint Policy and Procedure of CAS or a PTSO.

Specific Behaviour Expectations and Standards

31. In addition to the above, there are certain behaviour expectations and standards that apply to specific categories of Individuals and Organizations, as follows:

Athletes

32. Athletes shall:

- a) Strive for personal and team achievement through complete, consistent, and sincere effort;
- b) Show respect for themselves and for all others;
- c) Contribute to a positive team culture by providing positive and constructive comments to teammates that motivate and encourage continued effort;
- d) Comply at all times with the Organization's Harassment and Prohibited Behaviour Policy and refrain from discriminating against, harassing, or maltreating, or engaging in any Prohibited Behaviour toward any Individual;
- e) Recognize that any Discrimination, Harassment, Prohibited Behaviour or Maltreatment behaviour will not be tolerated and let their Coach, a Support Personnel or a Person in Leadership know immediately if they have witnessed such behaviors or have been the victim of such behaviours
- f) Immediately report to their Coach or Support Personnel any mental or physical health issue that may prevent or limit their ability to train, travel or compete and, in the case of carded Athletes, their ability to fulfill the carding requirements;
- g) Only participate in competitions for which they are eligible to compete;
- h) Arrive for each practice, competition, selections or other artistic swimming Activity or Event on time, with all appropriate gear, well-nourished and prepared to the best of their ability;
- i) Conduct themselves in a sportsmanlike manner, whether as competitors or spectators,;
- j) Never consume alcohol, cannabis, tobacco, or e-smoking products as a Minor or while engaged in Activity or Event;
- k) Where applicable, adhere to the Organization's athlete agreement, its requirements, and expectations;
- l) Comply with the Organization's rules and requirements regarding clothing, equipment, training, travel, competition, and curfew; and
- m) Comply with all other applicable Policies of their Organization.

Board and committee members

33. Directors, officers, and committee members shall:

- a) Be responsible first and foremost for the welfare of their Organization and function primarily as a member of the Board or committee, not as a member of any constituency or relationship;
- b) Conduct themselves openly, professionally, lawfully and in good faith in a way that is aligned with and reinforces the Organization's values and ethical standards;
- c) Exercise due diligence in maintaining their fiduciary responsibility;
- d) Comply at all times with the Harassment and Prohibited Behaviour Policy and refrain from acting in a manner that is discriminatory, harassing or maltreating, or engaging in any Prohibited

Behaviour toward any other Individual;

- e) Promote an appropriate culture that emphasizes the fair handling of Conflicts of Interest and comply with the Conflict of Interest Policy;
- f) Ensure that all directors, officers, and committee members are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight;
- g) Respect the decisions of the majority and resign if unable to do so;
- h) Commit the time to attend meetings and to be diligent in their preparation for and participation in discussions;
- i) Have a thorough knowledge and understanding of the Organization's governing By-laws, Policies, and rules;
- j) Comply at all times with the Organization's Harassment and Prohibited Behaviour Policy and refrain from discriminating against, harassing, or maltreating, or engaging in any Prohibited Behaviour toward any Individual;
- k) Promote a culture that supports complaints and their effective resolution; and
- l) Comply with all other applicable Policies of their Organization.

Coaches and Support Personnel

34. Coaches and Support Personnel shall:

- a) Demonstrate responsible leadership and adhere, for Coaches, to the code of ethics of the Coaching Association of Canada (CAC) National Coaching Certification program (NCCP) as well as the CAS Coach Registration and Certification Policy, and for Support Personnel, to code of ethics or Policies of their respective professional certification organization or association and all other related Policies of their Organization;
- b) Always be in good standing with the CAC, for Coaches, and with their professional certification organization or association, if applicable, for Support Personnel;
- c) Act in the best interest of the Athlete's development as a whole person;
- d) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved Athletes, and educating Athletes as to their responsibilities in contributing to a safe environment;
- e) Work cooperatively with other Support Personnel including sport medical professionals in the diagnosis, treatment, and management of Athletes' medical and psychological treatments;
- f) Never encourage or knowingly permit an Athlete to return to play prematurely or without the clearance of a medical professional, following a serious injury;
- g) Never withhold, recommend against, or deny adequate hydration, nutrition, medical attention, or sleep;
- h) Accept and promote Athletes' personal goals and refer Athletes to other Coaches and Support Personnel as appropriate and as opportunities arise;
- i) Never withhold information or take any action that could influence inappropriately Athlete decision-making about participation in national or provincial team or other training programs;
- j) Support the Coaches and Support Personnel staff or contractors of national or provincial team or other training programs, should an Athlete qualify for participation in one of those programs;
- k) Not use their position as a national or provincial team Coach or Support Personnel to solicit

Athletes (or the Parents of Minor Athletes) unless they receive prior approval from the Coaches who are responsible for the Athlete;

- l) Provide Athletes and the Parents of Minor Athletes with the information required to be involved in the decisions that affect the Athlete;
- m) Exemplify conduct they wish their Athletes to adopt in dress and behaviour;
- n) Maintain professional boundaries with Athletes and limit personal interactions with Athletes on social media;
- o) Ensure all online dialogue and interactions with Minor Athletes are for artistic swimming-related purposes only;
- p) Ensure their Athletes understand that Discrimination, Harassment, Prohibited Behaviour and Maltreatment will not be tolerated, and create a culture of disclosure and reporting at the Athlete level;
- q) Comply at all times with the Organization's Harassment and Prohibited Behaviour Policy and refrain from discriminating against, harassing, or maltreating, or engaging in any Prohibited Behaviour toward any Individual;
- r) Not use offensive language or yell at Athletes in a manner that serves no productive training or motivational purpose;
- s) Not criticize other Coaches, Support Personnel, Individuals, or Organizations publicly and interact in a professional manner;
- t) Be subject to a disciplinary sanction if they breach this Section;
- u) Comply with the Organization's rules and requirements regarding dress code;
- v) Ensure that all social media communication in connection with their role as a Coach or Support Personnel is professional;
- w) Avoid posting any content on social media or engaging in any other conduct on social media (such as selectively accepting or rejecting friend requests) that inappropriately shows favouritism to particular Athletes over others; and
- x) Ensure that Parents of Minor Athletes are aware of any interactions that may take place via social media, give Parents the option to restrict such communications, and provide alternative means of communication with Minor Athletes whose Parents choose to restrict their social media interactions.

Officials

35. Officials shall:

- a) Accept an assignment to officiate at a competition or Event only if they intend to honour that commitment, and let the appropriate person know as soon as possible if, for any reason, they are unable to attend;
- b) Conduct themselves openly, professionally, impartially and in good faith in all officiating Activities and Events;
- c) Comply at all times with the Harassment and Prohibited Behaviour Policy and refrain from discriminating against, harassing or maltreating any Individual;
- d) Avoid endorsing or posting information about an Athlete, Coach, Support Personnel, or other Individual that may suggest a preferential relationship or give the appearance of a Conflict of Interest;

- e) Avoid situations where their or their Family Members' personal interests could conflict with behaviour expectations for officials or otherwise call their integrity into question;
- f) Declare a Conflict of Interest where applicable, and refrain from officiating in situations where an actual or perceived Conflict of Interest may be present;
- g) Make independent judgements;
- h) Respect the confidentiality required for issues of a sensitive nature including ejections, defaults, forfeits, discipline processes, Appeals, and other Confidential Information;
- i) Commit to understanding and practising their role as judge, referee, scorer or other Official, and act appropriately within that role;
- j) Maintain technical knowledge of artistic swimming and all current rules and rule changes;
- k) Be accountable for decisions made while officiating;
- l) Share technical knowledge and experience of artistic swimming with Athletes, Parents, Coaches, meet managers, Volunteers, CAS, PTSO or Affiliated Organizations' Employees, and other Officials to enhance the development of the sport;
- m) Comply at all times with the Organization's Harassment and Prohibited Behaviour Policy and refrain from discriminating against, harassing, or maltreating, or engaging in any Prohibited Behaviour toward any Individual;
- n) Not criticize other Officials, Individuals, or Organizations publicly, and interact in a professional manner;
- o) Comply with the Organization's rules and requirements regarding dress code;
- p) Comply with a disciplinary sanction if they breach this Section; and
- q) Comply with all other applicable Policies of their Organization.

Parents and spectators

36. Parents or spectators shall:

- a) Never ridicule an Athlete for making a mistake during a performance or practice, and provide positive comments that motivate and encourage all Athletes' continued effort;
- b) Respect the decisions and judgments of Officials and encourage Athletes to do the same;
- c) Respect and show appreciation to all competitors and to the Coaches, Officials, Support Personnel, meet managers, Volunteers and other Individuals who give their time to the sport of artistic swimming;
- d) Refrain from the use of bad language, and not interfere with Events or criticize publicly or harass Athletes, Coaches, Support Personnel, Officials, meet managers, Volunteers or other Parents or spectators.
- e) Comply at all times with the Harassment and Prohibited Behaviour Policy and refrain from discriminating against, harassing or maltreating, or engaging in any Prohibited Behaviour toward any Individual;
- f) Comply with a disciplinary sanction if they breach this Section even if they are not a Registrant or member of CAS, a PTSO or Affiliated Organization; and
- g) Comply with all other applicable Policies of their Organization.

Persons in Leadership

37. Persons in Leadership shall:

- a) Promote awareness and understanding of the Organizations' values and this Conduct Policy;
- b) Consider Equity, Diversity and Inclusion when setting policies and developing, updating, or delivering programs;
- c) Act as a role model through their behaviour, actions and words and encourage and motivate other Individuals to do the same;
- d) Build trust of the Organizations' Employees, Athletes, and other Individuals by listening to and understanding their interests and needs;
- e) Instill an atmosphere of collaboration;
- f) Maintain an environment where everyone feels comfortable asking questions and raising concerns;
- g) Assist people through their complaint process, if needed;
- h) Comply at all times with the Harassment and Prohibited Behaviour Policy and refrain from discriminating against, harassing or maltreating, or engaging in any Prohibited Behaviour toward any Individual;
- i) Not criticize other Persons in Leadership, Individuals, or Organizations publicly and interact in a professional manner;
- j) Ensure that any possible or actual misconduct is investigated promptly and thoroughly, as appropriate;
- k) Impose appropriate disciplinary or corrective measures under the Organization's Discipline and Complaint Policy and Procedure when misconduct has been substantiated, regardless of the position or authority of the offender;
- l) Comply with a disciplinary sanction if they breach this Section even if they are not a Registrant or member of CAS, a PTSO or Affiliated Organization; and
- m) Comply with all other applicable Policies of their Organization.

PTSOs and Affiliated Organizations

38. PTSOs and Affiliated Organizations shall:

- a) Adhere to all CAS governing By-laws, Policies, and rules and, where necessary, amend their own By-laws, Policies, and rules to comply with those of CAS;
- b) Recognize that their websites, blogs, and social media accounts are seen as extensions of CAS and must reflect the CAS mission, vision, and values;
- c) Comply at all times with the CAS Harassment and Prohibited Behaviour Policy and refrain from discriminating against, harassing or maltreating, or engaging in any Prohibited Behaviour toward any Individual;
- d) Not criticize other Organizations or Individuals publicly and interact in a professional manner;
- e) Ensure that all Athletes participating in an Activity or Event over which CAS, a PTSO or an Affiliated Organization has jurisdiction are registered and in good standing;
- f) Ensure that all Coaches participating in an Activity or Event over which CAS, a PTSO or an

Affiliated Organization has jurisdiction are registered and in good standing in accordance with the CAS Coach Registration and Certification Policy;

- g) Have well-defined hiring practices and standards in place including interviews, reference checks, and police record checks and other background screening checks, in accordance with the CAS Screening Policy, to ensure Athletes have a healthy and safe sport environment;
- h) Promote a culture that provides a clear process for Complaints and their effective resolution;
- i) Ensure that any possible or actual misconduct is investigated promptly and thoroughly, as appropriate;
- j) Impose appropriate disciplinary or corrective measures under the Organization's Discipline and Complaint Policy and Procedure when misconduct has been substantiated, regardless of the position or authority of the offender;
- k) Advise the CAS CEO immediately of any situation where a Complainant has publicized a Complaint in the media; and
- l) Provide the CAS CEO with a copy of all decisions rendered under the Organization's Discipline and Complaint Policy and Procedure or Appeal Policy related to Minor or Major Infractions.

Conduct Policy Violations

39. Any breach or violation of this Conduct Policy may be reported to the CAS ICA, in the case of a national level Complaint, or to the applicable PTSO's Complaint Triage Officer, who will manage the Complaint or Reported Incident in accordance with the applicable Organization's Discipline and Complaint Policy and Procedure and any other applicable Policies. In the absence of such mechanism at the PTSO level, the CAS ICA will manage the Complaint or Reported Incident.

Criminal Offences

40. An Individual's conviction for a relevant and serious Criminal Code offence or anti-doping rule violation will be deemed a Major Infraction and a breach of this Conduct Policy and may result in immediate sanction from CAS or a PTSO without any requirement for the filing of Complaint or Reported Incident, a Hearing, or a decision of a Discipline Panel. Relevant and serious criminal offences include:
- a) Any child pornography offences.
 - b) Any sexual offences;
 - c) Any major offences of assault;
 - d) Any offence involving trafficking of illegal drugs or prohibited substances or prohibited methods listed on the Canadian Anti-Doping Program's prohibited list.
41. In the case of any confirmed, relevant criminal offence committed by any Individual involved in artistic swimming, the Organization shall have full discretion to impose any sanction, permanent or provisional, as it deems appropriate in the circumstances without the necessity of complying with its Discipline and Complaint Policy and Procedure.

Communication

42. The Organizations will ensure this Policy is well publicized, including on the Organizations' websites.
43. The Organizations will ensure that this Policy is communicated to those who will be responsible for upholding it as well as those who will be responsible for its implementation.

Public health

44. Individuals and Organizations shall comply with all public health orders and guidelines in force in the jurisdiction in which each Activity or Event takes place and shall also comply with any further or additional public health measures, rules and requirements mandated by the Organizations.

Policy Review and Coming into Force

45. CAS will conduct a review of this Policy every two years or as decided by its Board. Every time the Policy is reviewed, CAS will consider feedback received.
46. This Policy when duly adopted by CAS's Board shall come into force when published on CAS's website following a specific communication indicating that this Policy is now in force.
47. Individuals and Organizations shall be responsible for reading, understanding, and adhering to this Policy.