



CODE OF CONDUCT

1. POLICY

1.01 Camp Tournesol Espoir Inc. is committed to maintaining a safe, respectful, healthy, and productive work environment. All employees must conduct themselves professionally and in a manner that protects the rights, safety, and well-being of employees, campers, volunteers, and visitors, and promotes the integrity and reputation of Camp Tournesol Espoir Inc..

1.02 This Code applies to all work performed on behalf of Camp Tournesol Espoir Inc., whether in person, off-site, remotely, in vehicles, at events, or through any form of digital or electronic communication.

1.03 The Code prohibits behaviour that is unsafe, illegal, disrespectful, harassing, discriminatory, violent, unethical, or inconsistent with the expectations outlined in this document.

1.04 Serious violations—including violence, threats, harassment, theft, impairment at work, unsafe driving, unauthorized drug or alcohol use, misuse of confidential information, misuse of technology, smoking or vaping in prohibited areas, or possession of weapons—may result in immediate termination.

2. PURPOSE

2.01 The purpose of this Code is to:

- Establish clear expectations for professional and ethical behaviour.
- Ensure a respectful, safe, and supportive environment for employees, campers, and families.
- Provide clear guidance for technology use, communication standards, and confidentiality.
- Protect the reputation, property, systems, and operations of Camp Tournesol Espoir Inc..
- Ensure compliance with all legal and regulatory requirements.

- Provide a unified behavioural framework for employees, campers, and parents/guardians.

3. SCOPE

3.01 This policy applies to all Camp Tournesol Espoir Inc. employees, including full-time, part-time, seasonal, temporary, contract, student, volunteer, and intern staff, as well as independent contractors working on behalf of Camp Tournesol Espoir Inc..

3.02 Sections related to smoking/vaping, safety, and property use also apply to visitors, parents, guardians, and campers.

4. RESPONSIBILITY

4.01 Employee Responsibilities

Employees must:

- Act respectfully, ethically, and professionally at all times.
- Perform duties competently and follow all procedures.
- Maintain regular, punctual attendance.
- Treat all individuals with courtesy and respect.
- Refrain from inappropriate, threatening, obscene, abusive, or discriminatory behaviour.
- Follow all safety precautions and wear appropriate attire.
- Use company property, technology, and vehicles safely and responsibly.
- Protect confidential and proprietary information.
- Remain fit for work and free from impairment.
- Follow all rules related to technology, electronics, social media, cell phones, smoking/vaping, alcohol, and drugs.
- Report concerns or violations immediately.

4.02 Manager Responsibilities

Managers must:

- Enforce the Code consistently and fairly.
- Address concerns or violations promptly.
- Investigate complaints of misconduct, safety issues, or policy breaches.

- Support employees requiring accommodation for medical or personal circumstances.
- Ensure employees understand all behavioural, safety, and technology expectations.

4.03 Director of Operations / IT Manager (or Designate) Responsibilities

- Monitor and audit the use of email, computers, internet, instant messaging, and social media as permitted.
- Protect system security, passwords, and access.
- Investigate suspected misuse of electronic systems.
- Ensure compliance with communication and data protection requirements.

5. DEFINITIONS

5.01 Alcohol

Any beverage or substance containing ethyl alcohol, including beer, wine, spirits, liqueurs, or any product with intoxicating alcohol content.

5.02 Illicit Drugs

Any drug or substance that is illegal to possess or use under Canadian law, including cocaine, heroin, methamphetamine, hallucinogens, and any prescription medication not legally prescribed to the employee.

5.03 Recreational Drugs / Recreational Marijuana

Cannabis or cannabis-derived products used without medical authorization, including edibles, oils, smoked forms, or vaped forms.

5.04 Prescribed Drug / Medication

Any drug legally obtained from a regulated health professional, including medical marijuana authorized for medical use.

5.05 Impaired / Impairment

Any condition in which an employee cannot perform duties safely, efficiently, or competently due to the effects of alcohol, illicit drugs, recreational drugs, medication, fatigue, or any other influence.

5.06 Fit for Work

A physical, mental, and emotional condition in which an employee can perform job duties safely, competently, and productively without limitation.

5.07 Substance Use Disorder / Dependency

A chronic, progressive disease characterized by habitual or compulsive use of substances despite harmful consequences.

5.08 Computer Resources

All Camp Tournesol Espoir Inc.-owned or managed hardware, software, systems, networks, email accounts, mobile devices, personal storage devices, internet connections, cloud systems, and communications tools.

5.09 Commercial Electronic Message (CASL Definition)

Any electronic message whose purpose is to encourage participation in a commercial activity, including messages offering, advertising, promoting, or marketing goods, services, opportunities, or organizational activities.

5.10 Instant Messaging

Real-time text-based communication using Camp Tournesol Espoir Inc.'s approved platform (currently Microsoft Teams). All instant messaging on company systems is considered company property.

5.11 Social Media

Any online or app-based platform that allows creation, sharing, or discussion of content, including but not limited to Facebook, Instagram, TikTok, Twitter/X, YouTube, LinkedIn, blogs, and forums.

5.12 Cell Phone / Wireless Communication Device

Any device capable of voice or data communication including smartphones, tablets, PDAs, wireless handhelds, and related accessories.

5.13 Smoking

Inhaling, exhaling, or holding lit tobacco or cannabis.

5.14 Vaping

Inhaling, exhaling, or holding an activated vapour-producing electronic device, with or without nicotine or cannabis.

5.15 Enclosed Workplace

Any indoor space, building, structure, vehicle, or conveyance with a roof that employees work in, enter, or use for work purposes.

6. PROCEDURES

6.01 Professional Conduct Requirements

Employees must:

- Follow all policies, safety rules, and instructions.
- Perform duties to expected standards.
- Show courtesy and respect to all individuals.
- Avoid obscene, abusive, discriminatory, harassing, or threatening language or behaviour.
- Avoid horseplay, violence, intimidation, or unsafe behaviour.
- Refrain from spreading rumours or engaging in malicious communication.
- Limit personal use of phones and computers during work hours.
- Follow dress code and wear appropriate attire.
- Avoid theft, falsification of records, insubordination, sleeping on duty, or unsafe driving.

Unacceptable conduct may result in discipline up to and including termination.

6.02 Computer, Email, Internet, and Technology Use

Employees must:

- Use technology resources for legitimate business purposes only.
- Understand that all communications on company systems are company property.
- Have no expectation of privacy when using company systems.
- Not download unauthorized software or programs.
- Not access, store, or transmit material that is obscene, unsafe, illegal, defamatory, threatening, harassing, discriminatory, confidential, or harmful.
- Use only company-approved browsers, email platforms, and messaging systems.
- Protect passwords and provide them to management when required.

- Follow all data security measures.

Misuse may lead to disciplinary action including termination.

6.03 Social Media Use

Employees must:

- Not access personal social media on company devices or during work time.
- Not post confidential, proprietary, or internal information.
- Not identify themselves publicly as representing Camp Tournesol Espoir Inc. without authorization.
- Not post negative, harmful, harassing, discriminatory, or unprofessional content about Camp Tournesol Espoir Inc., staff, campers, parents, suppliers, or partners.
- Use respectful, professional language in all public communications.

Employees who reference their employment must include the statement: **“The views expressed are my own and do not reflect the views of Camp Tournesol Espoir Inc..”**

6.04 Cell Phone Use

Employees must:

- Not use handheld devices while driving.
- Conduct calls discreetly and professionally.
- Limit personal calls and text messages except in emergencies.

6.05 Alcohol, Drug, and Impairment Standards

Employees must not:

- Report to work impaired.
- Possess, consume, distribute, or sell alcohol, illicit drugs, or recreational marijuana on Camp Tournesol Espoir Inc. property or during work hours.
- Use recreational marijuana during breaks, lunch periods, or before work.
- Perform duties while under the influence of medication that causes impairment.

- Employees must:
- Disclose use of prescribed medication that may cause impairment.
- Participate in safety assessments or return-to-work processes if required.
- Follow accommodation plans as applicable.

Managers must remove impaired employees from duty immediately.

6.06 Smoking and Vaping

- Smoking and vaping are prohibited in all enclosed workplaces, company vehicles, rented spaces, event venues, and all outdoor property owned or controlled by Camp Tournesol Espoir Inc..
- Designated areas (if any) outside the property may be used during official breaks only.
- Recreational cannabis may not be smoked or vaped during work hours or at Camp Tournesol Espoir Inc. programs/events.

6.07 Confidentiality and Privacy

Employees must:

- Protect all confidential, personal, and proprietary information.
- Access information only when authorized.
- Prevent unauthorized disclosure.

6.08 Reporting and Investigation

Employees must promptly report:

- violations of this Code;
- safety concerns;
- suspected impairment;
- harassment, violence, or discrimination;
- misuse of technology or confidential information.

Camp Tournesol Espoir Inc. may investigate through interviews, system monitoring, review of communications, or other lawful methods.

6.09 Disciplinary Action

Disciplinary action may include:

- verbal warning
- written warning
- suspension
- removal from the workplace
- termination of employment

Severe infractions may result in immediate termination.

6.10 Camper and Parent Behaviour Expectations

7.10.01 Campers and parents/guardians must contribute to a safe, respectful, and supportive camp environment.

7.10.02 Parents, guardians, and campers must treat Camp Tournesol Espoir Inc. staff, volunteers, and all other campers with respect, courtesy, and professionalism.

7.10.03 Unacceptable camper or parent behaviour includes:

- yelling, swearing, insults, or aggressive language;
- threats, intimidation, harassment, or coercion;
- discriminatory or derogatory comments;
- disruptive behaviour that compromises safety;
- refusal to follow staff instructions;
- inappropriate communication by phone, email, text, or social media;
- any conduct that harms staff well-being or disrupts camp operations.

7.10.04 Staff must remain calm, respectful, and professional in all interactions.

7.10.05 Where necessary, Camp Tournesol Espoir Inc. may:

- redirect behaviour;
- contact a parent;
- request early pickup;
- create behaviour plans;
- remove a camper temporarily or permanently.

7.10.06 If a parent behaves abusively:

- communication may be limited or redirected;
- the parent may be required to leave the premises;
- the camper's enrollment may be ended without refund.

7.10.07 Camp Tournesol Espoir Inc. may refuse service to any family whose conduct violates this policy or interferes with a safe and respectful environment.

7. ATTACHMENTS

None.

Effective Date and Review

Board Approval Date: December 7, 2025

Last Modified: December 7, 2025

Review Schedule: Every 3 years