



Catarraqui Golf and Country Club Corporate & Chairty Code of Conduct

Purpose: The Code of Conduct policy has been developed to ensure a safe and respectful place for members, guests and staff to gather in the spirit of cooperation, relaxation, good will, and friendly competition.

The intention of this policy is to establish clear expectations for acceptable behavior which applies to members, guests and staff. It is not intended to restrict the rights of anyone but rather ensure that all members, guests and staff are treated with respect and dignity while enjoying the facilities and social events and that the reputation of the Club is not damaged or disparaged by members, guests or staff in any way. The Club deems that upon activation of membership, all members have given their consent to be bound by this policy, as amended from time to time.

Objectives: The objective of this policy is to ensure an environment that is free from discrimination, harassment, abuse and violence for members, guests and staff. This policy outlines the process and procedures that may be undertaken by management and the Board of Directors (thereinafter the "Board") in response to any behavior that jeopardizes the Club's reputation, interest, congeniality or good order.

Code of Conduct:

All members and guests shall:

- Conduct themselves with honesty, integrity and good sportsmanship at all times;
- Respect the rights and dignity of fellow members, guests, staff, management and directors;
- Respect the facilities and property including golf course, carts, curling rink, clubhouse and common areas.
- Familiarize themselves with and comply with, familiarize their guests with and ensure their guests compliance with, this policy and adherence to, all Club By-Laws, policies and rules and regulations including but not limited to, such matters as dress code, course etiquette, alcohol policy, smoking policy, parking policy.
- Act responsibly when engaging on or in social media of any kind so as not to either compromise in any way members, guests or staff or damage, disparage, or adversely affect the reputation of the Club, it's members, guests or staff;
- Abide by the laws of Canada, Ontario and local government;
- Acknowledge that the Club is a family friendly environment and therefore, refrain from using obscenities and loud boisterous behavior inappropriate in the presence of children and others;
- Report real and/or perceived safety hazards to the COO.

All members and guests shall not:

- Discipline or disrespect staff or instruct staff on duties and job performance;
- Attempt to reprimand other members or staff;
- Physically or verbally abuse (includes lewd and inappropriate comments) discriminate, bully or harass (including sexual harassment) any member, guest or staff.



Breach of Code of Conduct: Unacceptable conduct may be deliberate or unintended. The test is whether a reasonable person knows or ought to know that their behavior is inappropriate or might be considered unwelcome or inappropriate by the recipient. The Board and the COO have the authority, as set out in this policy to enforce this policy against any member or guest who is in violation of this policy and impose disciplinary actions including immediate removal from the event and property. By registering to participate in a Charity or Corporate event hosted at Cataraqui G&CC, participants agree that they have read, understood and to abide by the Code of Conduct and club policies contained in the following appendices.

Appendix 1.

Sale and Service of Alcohol Policy

1. Alcoholic beverages are never to be served to or for, persons less than 19 years of age. Identification shall be requested if a member or guest is believed to be under the age of 25.
2. We are required by law to refuse the sale of alcohol to an intoxicated person.
3. All beer and spirits must be purchased and consumed on the premises. **Members and guests are not allowed to bring their own beer or spirits onto the Club premises for personal consumption**, nor are beer, nor spirits purchased from the club to leave the premises.

In serving alcohol, the Server may be held responsible for any member, or guests resultant actions. These rules are strictly enforced. Failure to do so may result in severe disciplinary actions by the Club, or possible fines or legal action against the Server, Member, Guest and the Club.

Appendix 2.

Recreational Cannabis Policy

1. All members and guests are asked to respect and adhere to the established Club Policy that **prohibits** the use of recreational cannabis in any form (eg. Smoking, gravity bong, edibles, vaping, sprays, oils, etc.) on **Club premises**.
2. A proof of medical license would be required should a member or guest request to be allowed to use cannabis in any form on Club premises by furnishing a copy to the Chief Operating Officer. Upon satisfying this requirement the member or guest will be accommodated accordingly; to the extent of undue hardship.
3. In situations where cannabis is being used for medicinal purposes, the Club reserves the right to determine where it will be used. The administering area will be discussed and documented during the accommodation meeting. The administering area may differ from person to person, as it will depend on the form in which the cannabis is to be medically taken. Please note that all matters related to the enforcement of this policy will be handled in the strictest of confidence in accordance with applicable privacy legislation and related Club policies.

NOTE: Rules and Regulations related to power carts: Each person driving a cart is responsible for any personal injury or property damaged caused including , without limitation, injury to themselves & damages to the cart agrees to indemnify the Club and the Greater Kingston Chamber of Commerce against all losses, claims or expenses resulting from use of said cart.