

<b>CALGARY STAMPEDE FOUNDATION – CORPORATE POLICY</b>			
<b>Department</b>	Youth Campus & Youth Education	<b>Number</b>	CSF-CP-013
<b>Subject</b>	Youth Code of Conduct	<b>First Issued</b>	February 23, 2023*
		<b>Effective</b>	February 23, 2023
<b>Issued to</b>	Youth Program Participants	<b>Version</b>	02 (Dec. 2024)
<b>Approved by</b>	Board of Directors	<b>Next Review</b>	December 2026

## **1.0 POLICY STATEMENT**

1.1 The Calgary Stampede Foundation supports the youth of Alberta with opportunities to enhance their leadership skills, personal growth, citizenship and education in a safe and respectful environment that is free from harassment and violence. All Participants in Calgary Stampede Foundation youth Programs are responsible to:

- a. Be familiar with and act in accordance with this policy; and
- b. Use good judgement guided by the spirit and intent of this policy in situations that may not be explicitly addressed.

## **2.0 PURPOSE**

2.1 The purpose of this policy is to:

- a. Establish principles and expectations to guide youth Program Participants' behaviour and decisions; and
- b. Ensure that Calgary Stampede Foundation Programs are carried out in a manner that advances the organization's mission and upholds its reputation.

## **3.0 SCOPE**

3.1 This policy applies to all Participants in Calgary Stampede Foundation Programs including but not limited to:

- a. The Calgary Stampede Showband;
- b. The Calgary Stampede Showriders;
- c. The Young Canadians School of Performing Arts;
- d. The Young Artist Poster Competition;
- e. The Indigenous Youth Program; and
- f. The Stampede Summer Camp.

3.2 This policy applies in all situations and contexts that may be Program-related including but not limited to:

- a. Calgary Stampede Foundation or Calgary Stampede premises;
- b. Rehearsal, performance, or event locations;
- c. Social gatherings that include Program Participants, employees or volunteers, even when not organized by the Calgary Stampede Foundation; and
- d. Interactions that take place by means such as the telephone, email, social media, instant message, text message, or other online or technology-enabled tools.

3.3 This policy does not apply to Calgary Stampede Foundation or Calgary Stampede employees, contractors, and volunteers. Employees, contractors, and volunteers are responsible to follow the Calgary Stampede Foundation Code of Conduct Policy or Calgary

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Stampede Code of Conduct as applicable.

- 3.4 This policy does not apply to guests of CSF Education School Programs (schoolteachers, volunteers, and students). These program participants are responsible to follow their respective school board policies.

#### 4.0 DEFINITIONS

- 4.1 **Alcohol** refers to the intoxicating agent in beverage alcohol (e.g., wine, beer, and distilled spirits) that causes Impairment.
- 4.2 **Disrespectful Behaviour** refers to conduct that contributes to a negative and harmful work environment, including comments, actions or gestures that are humiliating, offensive, hurtful, or belittling and effect the dignity and wellbeing of others. Examples of Disrespectful Behaviour include, but are not limited to, verbal or written comments, bullying or intimidation, abuse of authority, yelling or shouting, deliberately excluding others, and attempting to discredit others by spreading misinformation.
- 4.3 **Drugs** refers to any substance that may cause impairment, including legal and illegal drugs, over-the-counter and prescription medications, and herbal medications.
- 4.3 **Harassment** refers to repeated or single, serious occurrences of inappropriate, bullying, hostile, or unwelcome verbal, written, graphic, or physical conduct where it is known or reasonably ought to be known that the behaviour is unwelcome and:
- a. Is related to a Protected Ground or a person’s ethnicity, political beliefs, the size or shape of a person’s body, or socio-economic status;
  - b. Has the effect or purpose of abusing, disparaging, harming, threatening, demeaning, or intimidating an individual or group of individuals;
  - c. Negatively affects a person’s psychological or physical wellbeing; or
  - d. Has the effect or purpose of significantly interfering with performance.
- 4.4 **Impairment or Impaired** refers to a change in the way a person thinks, feels, or acts as a result of using Alcohol or Drugs that may negatively affect their ability to behave safely or perform their responsibilities effectively.
- 4.5 **Participants** refers to youth, typically ages 7-25, who are enrolled or registered in a Calgary Stampede Foundation Program.
- 4.6 **Program** refers to a Calgary Stampede Foundation youth program, such as the Calgary Stampede Showband, the Calgary Stampede Showriders, the Young Canadian School of Performing Arts, the Young Artist Poster Competition, and the Indigenous Youth Program
- 4.7 **Protected Grounds** means the grounds of discrimination defined in the *Alberta Human Rights Act*, including race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, and sexual orientation.

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4.8 **Sexual Harassment** means Harassment that is based on gender or sexuality such as unwanted remarks, behaviours, or communications of a sexual nature that creates an unwelcome, hostile, coercive or offensive environment. Sexual harassment also includes inappropriate and offensive jokes, pictures, cartoons, texts, emails and any other form of communication.

4.9 **Violence** means the threatened, attempted, or actual conduct of a person that causes or is likely to cause physical injury or damage to property.

## 5.0 PRINCIPLES FOR GOOD CONDUCT

5.1 The following principles are intended to guide behaviour and decision making. Participants must:

- a. Follow and uphold all applicable legislation, bylaws, policies, procedures, standards, and directives;
- b. Look out for and act in the best interests and benefit of the organization, Program, Participants, and others;
- c. Treat others with dignity, fairness and respect;
- d. Create a welcoming, accepting, and inclusive environment;
- e. Act with honesty and integrity;
- f. Demonstrate kindness, compassion, consideration, and patience;
- g. Practice proactive, open, honest and respectful communication;
- h. Create an environment free from Disrespectful Behaviour, Harassment, Sexual Harassment and Violence;
- i. Steward Calgary Stampede Foundation resources; and
- j. Exercise care, skill and diligence in performance of their responsibilities and obligations as Program Participants.

5.2 Participants are responsible to maintain safe and respectful environments. This includes responsibility to:

- a. Act in a way that looks out for the safety and wellbeing of others;
- b. Be aware of and bring attention to any situation that may be unsafe or harmful to others;
- c. Avoid situations that may be unsafe or harmful to themselves or others.

5.3 Everyone has the right to be treated in a fair, reasonable, and respectful manner. Disrespectful Behaviour will not be tolerated.

5.4 Any conflicts, disagreements, or issues that may arise must be resolved in a manner that contributes to a safe, healthy and productive Program environment.

## 6.0 ZERO TOLERANCE FOR VIOLENCE AND HARASSMENT

6.1 The Calgary Stampede Foundation is committed to providing a respectful, safe, and

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supportive environment. Harassment or Violence, including Sexual Harassment, will not be tolerated. Participants have a role in creating an environment that is free from Harassment or Violence and must:

- a. Not subject any other person to Harassment or Violence;
- b. Participate in training as required and access resources provided to learn to identify warning signs of Harassment and Violence;
- c. Report incidents of Harassment or Violence; and
- d. Participate in the investigation of Harassment or Violence as required.

6.2 The Calgary Stampede Foundation does not permit weapons, or any objects, materials, or content that could cause harm, threaten the safety or wellbeing of others, or be perceived as constituting or threatening Violence, Harassment, Sexual Harassment, or Disrespectful Behaviour.

## **7.0 ALCOHOL AND DRUG USE**

7.1 Participants must:

- a. Comply with applicable legislation regarding the possession, manufacture, use, sale and distribution of Alcohol and Drugs;
- b. Arrive to Program activities with the ability and maintain the ability to safely, legally and acceptably fulfill all Program expectations without being Impaired due to the use or after-effects of Alcohol or Drugs (i.e., Participants must not attend Program activities intoxicated or hung-over);
- c. Abstain from using Alcohol or Drugs during Program activities unless authorized by a Program manager and except as detailed in section 7.3;
- d. Inform their Program manager or designate immediately if they are unable to safely meet Program expectations due to Alcohol or Drug use;
- e. Inform their Program manager or designate if an accommodation is required for use of prescription medication; and
- f. If applicable, seek professional assistance for a substance dependency.

7.2 Participants are not permitted to possess or use Alcohol and Drugs at Program rehearsal, performance, event locations except as detailed in section 7.3.

7.3 Participants may possess or use Drugs that are over-the-counter or prescription medications during Program activities under the following conditions:

- a. If applicable, the individual has a valid and current prescription;
- b. The individual is using the medication for its intended purpose and in the manner directed by the individual's physician, pharmacist, or the Drug manufacturer;
- c. The potential side effects are known and will not adversely affect the individual's ability to safely fulfill all Program expectations; and
- d. The individual has notified their Program manager of potentially unsafe side effects associated with use of the prescription medication that could cause Impairment so

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that the Program manager can make an informed decision about the Participants ability to safely participate in Program activities.

7.4 The Calgary Stampede Foundation recognizes that many of its Program Participants are ages 18-25 and may socialize outside of formal activities. Participants hosting or attending events or gatherings that are or may be perceived to be affiliated with the Calgary Stampede Foundation, where Alcohol and Drugs may be available, must ensure that the event or gathering is managed in a way that minimizes the potential for harmful situations by:

- a. Never offering or providing Alcohol or Drugs to minors;
- b. Utilizing strategies to prevent over-consumption (e.g., serving food, offering non-alcoholic beverages);
- c. Supporting others to behave in a safe and responsible manner and in compliance with this policy; and
- d. Ensuring safe transportation for all attendees.

**8.0 CONFIDENTIALITY**

8.1 The Calgary Stampede Foundation is committed to protecting private personal information in accordance with the Alberta *Personal Information Protection Act* (PIPA). Participants must only access the confidential personal information when authorized to do so for effective Program Administration and only as often as necessary to fulfill their responsibilities on behalf of the organization.

8.2 Participants must protect and shall not disclose any confidential information concerning Calgary Stampede Foundation Programs, activities, Participants, employees, volunteers, donors, or other matters that may arise.

**9.0 COMPLIANCE AND ENFORCEMENT**

9.1 In accordance with the Protected Disclosure Policy, Participants who experience or become aware of misconduct or a violation of this or any other Calgary Stampede or Calgary Stampede Foundation policy may make a formal report or complaint to:

- a. Their Program Manager;
- b. A Calgary Stampede Foundation employee or contractor (e.g., Program staff, faculty, or instructors);
- c. A Calgary Stampede volunteer; or
- d. Calgary Stampede Foundation’s Confidential Reporting Line at [reporting@activatehr.ca](mailto:reporting@activatehr.ca) or 1-833-648-4437.

9.2 Participants must immediately report incidents of Violence that cause or are likely to cause physical injury. If a situation poses an imminent threat to a person’s safety, an individual must also contact 9-1-1 and request assistance from the police and emergency services as appropriate. When on Stampede Park, individuals should contact Calgary

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Stampede Security.

- 9.4 Complaints made in good faith will be taken seriously and investigated in accordance with the Investigation Procedure.
- 9.5 Disciplinary action will be assessed individually based on the nature and seriousness of the incident or set of circumstances at the discretion of the Director, Youth Campus or their designate.
- 9.8 If a Participant is expelled from a Program as the result of an investigation, any Program-related fees paid may be considered forfeit at the discretion of the Director, Youth Campus or their designate.
- 9.9 In situations where a crime may have been committed, the Calgary Stampede Foundation will report the matter to relevant authorities and may pursue legal action as appropriate.

## **10.0 REFERENCES**

- CSF-CP-007 Code of Conduct Policy
- CS Code of Conduct Policy
- CSF-PE-001 Respectful Workplace Policy
- CS Respectful Workplace Policy
- CSF-CP-011 Duty of Care Policy
- CSF-PR-SOP-001 Investigation Procedure

## **11.0 RESOURCES**

Participant Code of Conduct Overview - in development

Note: \*This policy, in combination with others listed in the references, consolidates, updates, and formalizes a CSF Youth Member Practice and Procedure Manual issued in 2015.