



SPORT FISHING INSTITUTE  
OF BRITISH COLUMBIA

## Membership Code of Ethics

This Code of Ethics is intended to set out basic expectations of proper behavior for members, directors, and officers of the Sport Fishing Institute of BC. The Code encourages ethical behaviour, accountability and transparency and provides a potential response to unethical behaviour, discrimination, breaches of confidentiality and other undesirable, dangerous or illegal activities.

A code of ethics is, by necessity, general. It outlines broad principles. It is not a detailed set of recommended practices on specific issue.

The Code should foster positive and productive association culture oriented to the ideals of respect, cooperation and accountability. It protects the nonprofit organization and allows for a response to unbecoming or unethical behaviour. For guidance of its members, the Code has been adopted by the Board of Directors under the authority vested in it by the Constitution and Bylaws of the SFI. A breach of the Code by any member reflects, directly or indirectly, upon all other members. Such a breach shall be considered conduct prejudicial to the welfare of the SFI and may be a cause for disciplinary action by the Board of Directors.

SFI Membership may be maintained unless the Board of Directors determines that the conduct of a member has been such that, in the best interest of the SFI, membership should be suspended or terminated.

### Compliance with Laws, Rules and Regulations

Obeying the law, both in letter and in spirit, is the foundation on which the SFI's ethical standards are built. All SFI members and officers are expected to respect and obey the laws, rules, and regulations of the community, province and country.

At all times members must conduct themselves in good faith through their business practices in a manner which will foster and maintain the good reputation of the sport fishing industry, the activity of sport fishing, related business, the SFI and its ability to serve the public interest.

Members will not initiate or engage in any abuse, harassment or hearsay regarding other members and thereby cause harm to the success, reputation or public perception of the sport fishing industry, communities, the SFI or its members.



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## Competition and Fair Dealing

SFI members operate in a competitive environment and are expected to do so fairly and honestly. Competitive advantage should be sought through superior performance never through unethical or illegal business practices. Stealing proprietary information, possessing trade secret information that was obtained without the owner's consent, or inducing such disclosures by past or present employees of other companies is prohibited. Each employee and officer should endeavor to respect the rights of and deal fairly with SFI member customers, suppliers, competitors and employees. No employee or officer should take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts or any other illegal trade practice.

Business communications shall not unfairly disparage or attack the products, services, or reputation of another SFI Member company. Clear and factual comparisons between products or services used under similar conditions shall not be considered disparaging.

## Reporting Any Illegal or Unethical Behaviour

While this is one member benefit we hope you never have to use, we are proud to provide this beneficial service to the SFI membership.

SFI Members are encouraged to submit a written complaint form (as attached) and talk to a committee member about observed behaviour that they believe to be illegal or in violation of the SFI Code of Ethics. The SFI COE committee will be composed of members who are viewed as objective, unbiased, not in a potential conflict of interest and as approved by the SFI board.

We must all work to ensure prompt and consistent action against violations of the Code. However, in some situations it is difficult to know with certainty the difference between perceived wrong and actual wrong. Since we cannot anticipate every situation please keep these steps in mind:

- Make sure you have all the facts. In order to reach the right solutions, we must be as fully informed as possible.
- Complete the complaint form, submit and discuss the problem with the SFI Code of Ethics Committee. This is the basic guidance for all situations.
- You may report perceived and real violations in confidence.
- Following review of complaint by the Ethics Committee there will be a determination provided regarding the issue. Actions may include suspension or termination of SFI membership.
- All members are subject to the SFI's Code.



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## **COMPLAINT PROCESS PROCEDURES**

The SFI Code of Ethics Committee follows a three-stage process when it considers complaints. The complainant and the subject of the complaint will be consulted, advised and updated during the proceedings.

### **First Stage**

The first stage is a determination of whether the allegations of the complaint are sufficient, that is, whether the complaint indicates a possible violation of any of part of the Code over which the Committee has jurisdiction.

- If the complaint is found not to be sufficient, the Committee will order that the complaint be dismissed without investigation and all records relating to the complaint will be discarded at that time.
- If the complaint is found to be sufficient, the Committee will begin an investigation, meeting the complainant and the subject of the complaint.

### **Second Stage**

The second stage of the Committee's proceedings involves investigation of the complaint and a decision by the Committee of whether there is probable cause to believe that there has been a violation of any of the SFI Code. If the Committee finds that there is no probable cause to believe that there has been a violation of the SFI Code, the complaint will be dismissed and will be eliminated from records or any further proceedings.

If the Committee finds that there is probable cause to believe there has been a violation of the Code, the complaint results in a decision to enter the third stage of proceedings.

### **Third Stage**

The third stage requires that the Committee decide the severity of the violation and what penalty should be recommended. Complainant and subject of the complaint will be advised regarding status of proceedings and an opportunity to discuss options for resolution will be provided. This stage is intended to provide a recommended penalty or action by the Committee. A review discussion led by the SFI Code of Ethics Committee with the SFI Board will be followed by a vote on the potential penalties or actions should a suitable resolution not be achieved. An opportunity to defend against the complaint and the recommended action will be offered to the subject of the complaint during the review discussion. The review discussion and vote will occur at the first meeting of the SFI board following adequate opportunity to suitably investigate, review and recommend an action by the SFI Code of Ethics Committee.



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# COMPLAINT

Attn: SFI Ethics Committee

<b>SFI Member Bringing Complaint:</b>	
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<b>SFI Member Against Whom Complaint is Brought:</b>	
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<p><b>Statement of Facts:</b> Please explain your complaint fully, either here or on additional sheets, providing a detailed description of the facts and the actions of the SFI Member or Member Company named above. Include relevant dates and the names and addresses of the SFI members whom you believe may be witnesses. If you believe that a particular portion of the SFI Code of Ethics has been violated, please state the specific section or passage(s).</p> <p>Please do not attach copies of lengthy documents. If they are relevant, your description of them will suffice. Resulting discussion and assessment of the complaint will provide opportunity to review and include documents.</p>	
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**Oath:** I, the person bringing this complaint, affirm and say that the facts set forth in the foregoing complaint and attachments are true and correct to the best of my knowledge and belief.

<p><b>Signature:</b> _____</p> <p><b>Date:</b> _____</p>
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