

Ethics Policy

The Board of Directors and employees of SaskOutdoors will uphold the highest standards of ethical, professional behavior. To that end, SaskOutdoors Board members and employees will dedicate themselves to carrying out the mission of this organization and will:

1. Hold paramount the safety, health and welfare of the public in the performance of professional duties.
2. Treat with respect and consideration all persons, regardless of race, religion, gender, sexual orientation, maternity, marital or family status, disability, age or national origin.
3. Engage in carrying out SaskOutdoors' mission in a professional manner.
4. Collaborate with and support other groups and organizations in carrying out SaskOutdoors' mission.
5. Build professional reputations on the merit of programs and services of SaskOutdoors and refrain from unnecessary duplication of programs offered by other organizations.
6. Accept as a personal duty the responsibility to keep up to date on emerging issues and to conduct themselves with professional competence, fairness, impartiality, efficiency, and effectiveness.
7. Respect the structure and responsibilities of the Board of Directors, provide them with facts and advice as a basis for their making policy decisions, and uphold and implement policies adopted by the Board of Directors.
8. Conduct organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
9. Serve with respect, concern, courtesy, and responsiveness in carrying out the organization's mission.
10. Demonstrate the highest standards of personal integrity, truthfulness, and honesty in all activities in order to inspire confidence and trust in such activities.
11. Avoid any interest or activity that is in conflict with the conduct of their official duties.
12. Respect and protect privileged information to which they have access in the course of their official duties.
13. Strive for personal and professional excellence and encourage the professional developments of others.

Ethics Policy: Environmental Sustainability Policy

SaskOutdoors is committed to sustainable development (meeting the needs of the present without compromising the ability of future generations to meet their own needs). Concern for the environment is an integral and fundamental part of this commitment. Our aim is to be a good environmental steward, to lead by example, and to reduce the impact on the environment from our operations.

Administrative Practices

- Promote responsibility for the environment within the organization and communicate and implement this policy at all levels of the organization.
- Reduce the use of energy, water and other resources.
- Minimize waste by reduction, re-use and recycling methods.
- Avoid unnecessary use of hazardous materials and products, seek substitutions when feasible, and take all reasonable steps to protect human health and the environment when such materials must be used, stored and disposed of.

- Purchase and use environmentally responsible products that have been selected based on criteria including low toxicity or environmental hazard, durability, use of recycled materials, reduced energy and/or water consumption reduced packaging and ability to be recycled, refilled or refurbished at end of life.
- Avoid unnecessary travel by making use of instant messaging, video and audio conferencing, telephone and email.
- Not prioritize funding needs ahead of sustainability requirements.
- Expect similar environmental principles from suppliers, and contractors, partners, funders, and fundees before engaging in work relationships and partnerships.
Promote and encourage involvement in local environmental initiatives and support climate change education.

Outdoor Education and Recreation Programming

- Promote leaving a small ecological footprint with the “Leave No Trace” philosophy of outdoor recreation. The Leave No Trace principles are: 1) Plan Ahead and Prepare; 2) Travel and Camp on Durable Surfaces; 3) Dispose of Waste Properly; 4) Leave What You Find; 5) Minimize Campfire Impacts; 6) Respect Wildlife; and 7) Be Considerate of Other Visitors.
- Ensure disposal of waste in a responsible matter whether it is our own or as a result of us being on a site.
- Train, educate and inform staff, volunteers and partners about environmental issues that may affect their work.
- Prioritize active transportation whenever possible.
- Use communal transport whenever possible.
- Seek wherever possible to partner with organizations and groups that have the same environmental principles as us.

SaskOutdoors aims to foster among its Board members, organizational members, staff, volunteers, program participants, and partners an understanding of environmental issues in the context of our work. Our collective task is to ensure that we continually improve the environmental impact of our activities.

By this policy SaskOutdoors recognizes its responsibility towards protection of the environment, and issues this statement as a commitment to minimizing the environmental impact of its operation.

Ethics Policy: Diversity and Inclusion Policy

SaskOutdoors believes that a diverse organization, at all levels, helps the organization realize its full potential. SaskOutdoors benefits from the creativity and innovation that results when people who have different experiences, perspectives, and cultures work together. We believe a well-managed, diverse organization expands SaskOutdoors’ base of knowledge, skills, and cross-cultural understanding, which in turn enables us to understand, relate, and respond to our diverse and changing community.

The benefits of a diverse and inclusive organization include:

- Expanding the pool of talent thereby enhancing creative diversity and innovation.
- Training new generations from a range of backgrounds in order to address succession challenges.
- Broadening the perspective and skills of the organizations and its leaders as they adapt to change.

- Developing individuals' skills such as cultural self-awareness and cross-cultural communication.
- Extending opportunities for partnerships, markets and audiences.
- Expanding outreach and enhancing community engagement.

Organization Levels:

SaskOutdoors will strive to achieve a diverse organization at multiple levels:

- *Board of Directors:* SaskOutdoors seeks to maintain a Board comprised of talented and dedicated directors with a diverse mix of expertise, experience, skills and backgrounds. For purposes of Board composition, diversity includes, but is not limited to, professional experience, geography, age, gender, and ethnicity.
- *Staff and Volunteers:* SaskOutdoors is committed to employment diversity with respect to all aspects of employment (including regular and contract staff). All decisions regarding recruitment, hiring, promotion, compensation, employee development decisions such as training, and all other terms and conditions of employment, will be made without regard to race, religious beliefs, colour, gender, sexual orientation, marital status, physical and mental disability, age, ancestry or place of origin.

SaskOutdoors will make every effort to make its volunteer pool and staff (including regular and contract staff) are reflective of the communities we serve, including gender diversity, members of visible minority groups, people with disabilities and Indigenous people at all the organization's operations. To do this, SaskOutdoors will reach out to community organizations serving these groups to develop recruitment strategies. We will endeavour, where feasible, to eliminate systemic barriers to advancement and/or redress the under-utilization of designated groups.

We will endeavour to ensure that the workplace, all policies, procedures and practices, are free of deliberate or unintentional (systemic) barriers.

SaskOutdoors will make all reasonable efforts to accommodate the particular needs of employees and volunteers, subject to operational requirements.

- *Program and Service Delivery:* SaskOutdoors will plan, deliver and assess the programs and services we deliver to ensure we are meeting diverse audiences. To accomplish this, we will identify and remove barriers to inclusion, seek opportunities for new partnerships and audiences, and expanding outreach and community engagement efforts with diverse groups and communities.

Procedure:

Each Board member, staff person, and volunteer will be requested to complete a Diversity Self-Declaration Form. Completion of this form is voluntary.

Diversity Self-Declaration Form

SaskOutdoors values diversity. We embrace diverse cultures, heritages and opinions in our efforts to enrich our work and foster inclusive decision making.

As part of our commitment to an inclusive, representative team we want to track and monitor our members and volunteers. All self-declaration information is kept confidential and anonymized. **Your participation is encouraged and appreciated, but it is not mandatory.**

Board Member / Employee / Volunteer Name: _____

1. Age: Over 65 / 50-65 / 40-55 / 20-35/ Under 20
 - a. Prefer not to say
2. I identify my gender as _____ *(fill in the blank)*
 - a. Prefer not to say
3. Where do you currently live? Regina / Saskatoon / Other (please write): _____
 - a. Prefer not to say
4. I identify my ethnicity as _____
 - a. Prefer not to say
5. Do you identify as an Indigenous person?
 - a. Prefer not to say
6. Do you identify as a newcomer, immigrant, or refugee?
 - a. Prefer not to say
7. Do you identify as a person with a disability?
 - a. Prefer not to say
8. Do you identify as low-income?
 - a. Prefer not to say
9. Are there any barriers you face when accessing outdoor recreational activities?

Approved By:

Review Date:

Aditi Garg/Andrea Nelson

Date:

October 5, 2019