



## CODE OF CONDUCT AND ETHICS PROCESS OF THE CANADIAN POWERLIFTING UNION (CPU)

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## DEFINITIONS

For the purposes of these documents, the following terms will be defined:

**Case Manager** – The person or organization appointed by the CPU to oversee the management and administration of complaints.

**Complainant** – The Party alleging an infraction

**CPU Ethics Committee** - The Ethics Committee formed by and within the CPU responsible for resolution of Minor Infractions, assisting in policy development, and providing members with guidance in where to file a complaint.

**Days** – Days irrespective of weekends and holidays.

**Individuals** – All categories of membership defined in the CPU Bylaws and CPU Policies and Procedures, as well as all individuals engaged in activities with the CPU including, but not limited to: athletes, coaches, convenors, referees, officials, volunteers, administrators, committee members, Directors and Officers of the CPU, spectators at events, and parents/guardians of athletes.

**ITP** - the independent body tasked with administering the Complaint and Discipline Procedures. For the purposes of this policy, ITP Sport and Recreation Inc. is an independent third-party complaint management company responsible for intake, triage and, if required, resolution of complaints and determination of discipline.

**Parties** – The Complainant, Respondent, and any other individuals, persons, or organizations affected by the complaint.

**Representative** - All individuals employed by, or engaged in activities on behalf of, the CPU. Representatives include but are not limited to, staff, administrators, Directors and Officers of the CPU, committee members, and volunteers.

**Respondent** – The alleged infracting Party.

**Social media** – The catch-all term that is applied broadly to new computer-mediated communication media such as blogs, YouTube, Facebook, Instagram, Tumblr, Snap Chap, TikTok and Twitter.

**UCCMS** - Universal Code of Conduct to Prevent and Address Maltreatment in Sport.

**Workplace** - Any place where CPU business or related activities are conducted. Workplaces include but are not limited to, work-related social functions, CPU and affiliate events, work-related travel, and work-related conferences or training sessions. Activities include but are not limited to, CPU and affiliate events, meetings of members or related social functions.

## CODE OF CONDUCT AND ETHICS

### PURPOSE

1. The purpose of this Code is to ensure a safe and positive environment (within the CPU's programs, activities, and events) by making Individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with the CPU's core values. The CPU supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect. The CPU maintains the position that all people have the right to frequent an environment that is free of discrimination or harassment based on a person's age, sex, race, ethnicity, religion, or sexual orientation.

### APPLICATION OF THIS CODE

2. This Code applies to Individuals' conduct during the CPU's business, activities, and events including, but not limited to, competitions, practices, training camps, travel associated with the CPU's activities and any meetings.
3. An Individual who violates this Code may be subject to sanctions pursuant to the CPU's Discipline and Complaints Policy. In addition to facing possible sanction pursuant to the CPU's Discipline and Complaints Policy, an Individual who violates this Code during a competition may be removed from the competition, the official may delay the competition until the Individual complies with the removal, and the Individual may be subject to any additional discipline associated with the particular competition.
4. A director or officer of the CPU found to have engaged in any act that is a potential violation of UCCMS against any other director or officer, worker, contractor, member, customer, supplier, or other third parties while conducting CPU business, or at any CPU or affiliate event, will be subject to appropriate disciplinary action as determined by the Case Manager.
5. This Code also applies to Individuals' conduct outside of the CPU's business, activities, and events when such conduct adversely affects relationships within the CPU (and its work and sport environment) and is detrimental to the image and reputation of the CPU. Such applicability will be determined by ITP in consultation with the CPU.

### RESPONSIBILITIES

6. Individuals have a responsibility to:
  - a. Maintain and enhance the dignity and self-esteem of the CPU members and other individuals by:
    - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation
    - ii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, or members

- iii. Consistently demonstrating the spirit of sportsmanship, sports leadership, and ethical conduct
- iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
- v. Consistently treating individuals fairly and reasonably
- vi. Ensuring adherence to the rules of the sport and the spirit of those rules
- b. Comply, at all times, with the UCCMS
- c. Refrain from any behaviour that constitutes psychological maltreatment which includes, without limitation, verbal conduct, non-assaultive physical conduct, conduct that denies attention or support, and/or a person in authority's pattern of deliberate non-contact behaviours that have the potential to cause harm. Types of behaviour that constitute psychological maltreatment include, but are not limited to:
  - i. Written or verbal abuse, threats, or outbursts
  - ii. The display of visual material which is offensive or which one ought to know is offensive in the circumstances
  - iii. Unwelcome remarks, jokes, comments, innuendo, or taunts
  - iv. Leering or other suggestive or obscene gestures
  - v. Condescending or patronizing behaviour, which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
  - vi. Practical jokes that cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance
  - vii. Any form of hazing where hazing is defined as "Any potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking athlete by a more senior teammate, which does not contribute to either athlete positive development, but is required to be accepted as part of a team, regardless of the junior-ranking athlete's willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate based on class, number of years on the team, or athletic ability."
  - viii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
  - ix. Unwelcome sexual flirtations, advances, requests, or invitations
  - ix. Physical or sexual assault
  - x. Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment
  - xi. Retaliation or threats of retaliation against an individual who reports harassment to the CPU
- d. Refrain from any behaviour that constitutes sexual maltreatment. Types of behaviour that constitute sexual maltreatment include, but are not limited to:
  - i. Sexist jokes
  - ii. Display of sexually offensive material
  - iii. Sexually degrading words used to describe a person
  - iv. Inquiries or comments about a person's sex life
  - v. Unwelcome sexual flirtations, advances, or propositions
  - vi. Persistent unwanted contact
  - vii. Any other such behaviour that is outlined in UCCMS
- e. Physical maltreatment

- f. Neglect
- g. Grooming
- h. Boundary transgression
- i. Discrimination
- j. Subjecting a participant to the risk of maltreatment
- k. Aiding and abetting
- l. Failure to report
- m. Intentionally reporting a false allegation
- n. Interference with or manipulation of the process
- o. Retaliation
- p. Refrain from consuming illegal recreational drugs while participating in CPU programs, activities, competitions, or events
- q. Take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with the CPU's events
- r. Respect the property of others and not willfully cause damage
- s. Promote the sport in the most constructive and positive manner possible
- t. Adhere to all federal, provincial, municipal, and host country laws
- u. Comply at all times with the CPU's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time

#### **BOARD/COMMITTEE MEMBERS AND STAFF**

7. In addition to section 7 (above), the CPU's Directors, Committee Members, and Staff will have additional responsibilities to:
  - a. Function primarily as a member of the board and/or committee(s) of the CPU; not as a member of any other particular member or constituency
  - b. Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the CPU's business and the maintenance of Individuals' confidence
  - c. Ensure that the CPU's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
  - d. Conduct themselves openly, professionally, lawfully and in good faith in the best interests of the CPU
  - e. Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
  - f. Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate, and honest in all dealings with others
  - g. Keep informed about the CPU's activities, the national and provincial sport communities, and general trends in the sectors in which they operate
  - h. Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which the CPU is incorporated
  - i. Respect the confidentiality appropriate to issues of a sensitive nature
  - j. Ensure that all Individuals are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight
  - k. Respect the decisions of the majority and resign if unable to do so
  - l. Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
  - m. Have a thorough knowledge and understanding of all the CPU's governance documents

- n. Conform to the bylaws and policies approved by the CPU, in particular this Code of Conduct and Ethics

## **OFFICIALS**

- 8. In addition to section 7 (above), officials will have additional responsibilities to:
  - a. Maintain and update their knowledge of the rules and rules changes
  - b. Work within the boundaries of their position's description while supporting the work of other officials
  - c. Act as an ambassador of the CPU by agreeing to enforce and abide by national and provincial rules and regulations
  - d. Take ownership of actions and decisions made while officiating
  - e. Respect the rights, dignity, and worth of all individuals
  - f. Not publicly criticize other officials
  - g. Assist with the development of less-experienced officials
  - h. Conduct themselves openly, impartially, professionally, lawfully, and in good faith in the best interests of the CPU, athletes, coaches, other officials, and parents
  - i. Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others
  - j. Respect the confidentiality required by issues of a sensitive nature, which may include ejections, defaults, forfeits, discipline processes, appeals, and specific information or data about Individuals
  - k. Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the assignor or association at the earliest possible time
  - l. When writing reports, set out the true facts and not attempt to justify any decisions
  - m. Dress in proper attire for officiating

## **ANTI-DOPING**

- 9. Every athlete and other person participating in the sport shall reasonably cooperate with the Canadian Centre for Ethics in Sport (CCES) or another anti-doping organization investigating anti-doping rule violations and a failure to do so may be the basis for disciplinary action within the sport.

## **APPEALS**

- 10. Any member province or registrant of the Canadian Powerlifting Union (CPU) who is affected by a decision of an official committee or decision-making body within the CPU has the right to appeal that decision. Please refer to the Policy on Appeals for further details on submitting an appeal.

## **DISCIPLINE AND COMPLAINTS POLICY**

### **PURPOSE**

1. The Canadian Powerlifting Union (CPU) is committed to providing an environment in which all Individuals involved with the CPU are treated with respect. Membership in the CPU, as well as participation in its activities, brings many benefits and privileges. At the same time, Individuals and participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the CPU's policies, bylaws, rules and regulations, and Code of Conduct and Ethics. Non-compliance by Individuals can result in severe damage to the integrity of the CPU and may be subject to sanctions pursuant to this Policy. Since discipline may be applied, the CPU provides Individuals with the mechanism outlined in this Policy so that complaints are handled fairly, expeditiously, and affordably.

### **APPLICATION OF THIS POLICY**

2. This Policy applies to all Individuals.
3. This Policy applies to discipline matters that may arise during the course of the CPU's business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with CPU activities, and any meetings. It also applies to any complaints or discipline matters arising from violation of CPU policies.
4. This Policy does not prevent discipline from being applied, during a competition or event, according to the procedures in place for the particular event. Further discipline may be applied according to this Policy.
5. Any infractions or complaints occurring within a competition will be dealt with by the procedures specific to the competition, if applicable. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity, or event only. Further sanctions may be applied but only after a review of the matter in accordance with the procedures set out in this Policy.
6. Discipline matters and complaints arising within the business, activities, or events organized by entities other than the CPU will be dealt with pursuant to the policies of these other entities unless requested and accepted by the CPU at its sole discretion.

### **REPORTING A COMPLAINT**

7. Complaints may be reported via <https://app.integritycounts.ca/>.
8. Any Individual may report any complaint to the CPU via the ITP. Such a complaint must be in writing and signed and must be filed within fourteen (14) days of the alleged incident. Anonymous complaints are strongly discouraged. These types of complaints are challenging to process and/or anonymity may not be guaranteed throughout the duration of the process. Complaints may be reported via <https://app.integritycounts.ca/>.
9. A Complainant wishing to file a complaint outside of the fourteen (14) day period must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or

not accept, the complaint outside of the fourteen (14) day period will be at the sole discretion of the ITP Case Manager or triage officer. This decision may not be appealed.

10. At the CPU's discretion, the CPU may act as the complainant and initiate the complaint process under the terms of this Policy. In such cases, the CPU will identify an individual to represent the CPU.
11. The decision to accept, or not accept, the complaint will be at the sole discretion of the ITP. This decision may not be appealed.

## **MEDIATION**

12. All parties will be offered the opportunity to engage in alternative dispute resolution prior to engaging in a disciplinary process. Mediation and/or alternative dispute resolution is strongly recommended to parties. Parties may engage in dispute resolution at their own expense. In exceptional circumstances, the CPU may cover the costs of mediation.

## **CASE MANAGER**

13. The ITP Case Manager will oversee the management and administration of complaints submitted in accordance with this Policy and such appointment is not appealable. The Case Manager is not required to be a member of the CPU. The Case Manager has an overall responsibility to ensure procedural fairness is respected at all times in this Policy and to implement this Policy in a timely manner. More specifically, the Case Manager has a responsibility to:
  - a. Determine whether the complaint is frivolous or vexatious and within the jurisdiction of this Policy. If the Case Manager determines the complaint is frivolous or vexatious or outside the jurisdiction of this Policy, the complaint will be dismissed immediately. The Case Manager's decision to accept or dismiss the complaint may not be appealed
  - b. Determine if the complaint is a minor or major infraction
  - c. Appoint the Panel, if necessary, in accordance with this Policy
  - d. Coordinate all administrative aspects of the complaint
  - e. Provide administrative assistance and logistical support to the Panel as required
  - f. Provide any other service or support that may be necessary to ensure a fair and timely proceeding
14. The Case Manager will inform the Parties if the incident is to be dealt with as a minor infraction or major infraction and the matter will be dealt with according to the applicable section relating to the minor or major infraction.

## **MINOR INFRACTIONS – COMPLAINT RESOLUTION PROCESS**

15. Minor infractions are incidents of failing to achieve expected standards of conduct that generally do not result in egregious harm to others, the CPU, or the sport. Examples of minor infractions can include, but are not limited to:
  - a. Disrespectful, offensive, abusive, racist, or sexist comments or behaviour
  - b. Disrespectful conduct such as outbursts of anger or argument
  - c. Conduct contrary to the values of the CPU



- d. Being late for, or absent from, the CPU events and activities at which attendance is expected or required
  - e. Minor violations of the CPU's policies, procedures, rules, or regulations
  - f. Minor violations of the CPU's Code of Conduct and Ethics
16. All disciplinary situations involving minor infractions will be handed off to and dealt with by the CPU Ethics Committee. If applicable, discipline-specific to the particular event or competition shall be applied. The person or persons in authority can be, but is not restricted to being, staff, officials, coaches, judges, organizers, or the CPU Ethics Committee.
17. Provided that the Respondent being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident, procedures for dealing with minor infractions will be informal (compared to the procedures for major infractions) and will be determined at the discretion of the person responsible for the discipline of such infractions (as noted above).
18. Possible outcomes and sanctions for minor infractions, which may be applied singularly or in combination, include but are not limited to the following:
- a. Verbal or written reprimand from the CPU to one of the Parties
  - b. Verbal or written apology from one Party to the other Party
  - c. Service or other contribution to the CPU
  - d. Removal of certain privileges of membership for a designated period
  - e. Suspension from the current competition, activity, or event
  - f. Fines
  - g. Any other sanction considered appropriate for the offence
  - h. Discipline specific to the event or competition, if applicable
  - i. Any other outcome considered appropriate for the conflict and as agreed upon by the parties.
19. Minor infractions that result in discipline will be recorded and records will be maintained by the CPU. Repeat minor infractions may result in further such incidents being considered a major infraction.

## **MAJOR INFRACTIONS**

20. Major infractions are instances of failing to achieve the expected standards of conduct that result, or have the potential to result, in harm to other persons, to the CPU, or to the sport. Examples of major infractions include, but are not limited to:
- a. Repeated minor infractions
  - b. Violations of the UCCMS
  - c. Psychological maltreatment
  - d. Physical maltreatment
  - e. Neglect
  - f. Sexual maltreatment
  - g. Grooming
  - h. Boundary transgressions
  - i. Discrimination
  - j. Subjecting an individual to the risk of maltreatment

- k. Aiding and abetting
  - l. Failure report
  - m. Intentionally reporting false allegations
  - n. Interference with or manipulation of process
  - o. Retaliation
  - p. Conduct that intentionally damages the CPU's image, credibility, or reputation
  - q. Conduct that intentionally interferes with a competition or with any athlete's preparation for a competition
  - r. Tampering with a competition or with any athlete's preparation for a competition
  - s. Consistent disregard for the CPU's bylaws, policies, rules, and regulations
  - t. Intentionally damaging the CPU property competition equipment or improperly handling the CPU monies
  - u. Any Criminal Code convictions
  - v. Any possession or use of banned performance-enhancing drugs or methods
  - w. Major or repeated violations of the CPU's Code of Conduct and Ethics
21. Major infractions occurring within competition may be dealt with immediately, if necessary, by a person having authority. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity, or event only. If applicable, discipline-specific to the particular event or competition shall be applied. Further sanctions may be applied but only after a review of the matter in accordance with the procedures set out in this Policy. This review does not replace the appeal provisions of this Policy.
22. Major infractions will be handled using the Procedure for Major Infraction Hearing set out in this Policy.

#### **PROCEDURE FOR MAJOR INFRACTION HEARING**

23. The Case Manager shall notify the Parties that the complaint is admissible, and the incident shall be dealt with as a major infraction. The Case Manager, in collaboration with the appointed panel, shall then decide the format under which the complaint will be heard. This decision may not be appealed.
24. The Case Manager will appoint a Discipline Panel, which shall consist of a single Adjudicator, to hear the complaint. In extraordinary circumstances, and at the discretion of the Case Manager, a Panel of three persons may be appointed to hear the complaint. In this event, the Case Manager will appoint one of the Panel's members to serve as the Chair.
25. If the Respondent acknowledges the facts of the incident, the Respondent may waive the hearing, in which case the Panel will determine the appropriate disciplinary sanction. The Panel may still hold a hearing for the purpose of determining an appropriate sanction.
26. If a Party chooses not to participate in the hearing, the hearing will proceed in any event.
27. The panel, in collaboration with the Case Manager, will determine the format of the hearing, which may involve an oral in-person hearing, an oral hearing by telephone, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these

methods. The hearing will be governed by the procedures that the Case Manager deems appropriate in the circumstances, provided that:

- a. The Parties will be given appropriate notice of the day, time, and place of the hearing
  - b. Copies of any written documents that the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing
  - c. The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
  - d. The Panel may request that any other individual participate and give evidence at the hearing
  - e. The Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the complaint, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate
  - f. The decision will be by a majority vote of Panel members
28. If a decision may affect another party to the extent that the other party would have recourse to a complaint or an appeal in their own right, that party will become a Party to the complaint in question and will be bound by the decision.
29. In fulfilling its duties, the Panel may obtain independent advice.

## **DECISION**

30. After hearing the matter, the Panel will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within fourteen (14) days of the hearing's conclusion, the Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the CPU. In extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued before the end of the fourteen (14) day period. The decision will be considered a matter of public record unless decided otherwise by the Panel.

## **SANCTIONS**

31. The Panel may apply the following disciplinary sanctions, singularly or in combination, for major infractions:
- a. Verbal or written reprimand from the CPU to one of the Parties
  - b. Verbal or written apology from one Party to the other Party
  - c. Service or other voluntary contribution to the CPU
  - d. Expulsion from the CPU
  - e. Removal of certain membership privileges
  - f. Suspension from certain teams, events, and/or activities
  - g. Suspension from all the CPU's activities for a designated period
  - h. Withholding of prize money or awards
  - i. Payment of the cost of repairs for property damage
  - j. Suspension of funding from the CPU or from other sources
  - k. Any other sanction considered appropriate for the offence.

32. Unless the Panel decides otherwise, any disciplinary sanctions will begin immediately. Failure to comply with a sanction as determined by the Panel will result in automatic suspension until such time as compliance occurs.
33. Major infractions that result in discipline will be recorded and records will be maintained by the CPU. Suspension Pending a Hearing
34. The CPU may determine that an alleged incident is of such seriousness as to warrant suspension of an Individual pending completion of the criminal process, a hearing, or a decision of the Panel.

#### **CRIMINAL CONVICTIONS**

35. An Individual's conviction for any of the following Criminal Code offences will be deemed a major infraction under this Policy and will result in expulsion from the CPU and/or removal from the CPU's competitions, programs, activities, and events upon the sole discretion of the CPU:
  - a. Any child pornography offences
  - b. Any sexual offences
  - c. Any offence of physical or psychological violence
  - d. Any offence of assault
  - e. Any offence involving the trafficking of illegal drugs

#### **CONFIDENTIALITY**

36. The discipline and complaints process is confidential and involves only the Parties, the Case Manager, the Panel, and any independent advisors to the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

#### **TIMELINES**

37. If the circumstances of the complaint are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the complaint, the Panel may direct that these timelines be revised.

#### **RECORDS AND DISTRIBUTION OF DECISIONS**

38. Minor and major infractions that result in discipline, as well as decisions of any appeals, shall be recorded and maintained by the CPU.
39. Other organizations may be advised of any decisions and, if there was an appeal, the appeal decision.
40. Decisions and appeals are matters of public interest and shall be publicly available with the names of the individuals redacted. Names of persons disciplined may be disclosed to the extent necessary to give effect to any sanction imposed. The Panel may determine that disclosing the person's identity would unduly violate the person's privacy and may decide that the decision, or part of the decision, shall be kept confidential.

## **APPEALS PROCEDURE**

41. The decision of the Panel may be appealed in accordance with the CPU's Appeal Policy.

## ETHICS & DISCIPLINE COMMITTEE PROCESS

1. Complaints, allegations, and concerns of possible breaches of the CPU Code of Conduct or policies are received by direct submission to ITP via <https://app.integritycounts.ca/>. All complaints will be reviewed by ITP to determine if a violation of the CPU Code of Conduct or policies has occurred.
2. The CPU Ethics Committee and ITP must follow the CPU Discipline and Complaints Policy.
3. The CPU Ethics Committee and ITP must be able to address complaints professionally in both official languages.
4. The CPU Ethics Committee and ITP must preserve the confidentiality of the complaints, allegations, or concerns so that no one potentially conflicted in the organization may discover who the complainant is, who the person alleged to have breached the rules is, and what the allegations are about.
5. ITP will indicate receipt of the complaint and send out a notice via letter or email to the subject(s) of the complaint.
6. ITP will determine if complaints are to be considered minor or major infractions as per the CPU Discipline and Complaints Policy.
7. If determined to be a minor infraction, the complaint will be passed on to the CPU Ethics Committee. The Ethics Committee will send out an email to all members of the Discipline Committee listing the names from the current complaint. No additional information will be provided at this time for confidentiality purposes. Discipline Committee members will declare a conflict of interest or notable vested interest in any member listed in the current complaint. Those members will be considered unable to act as case managers for the current complaint.
8. The Ethics Committee will then designate 2 case managers from the Discipline Committee to review the complaint and conduct an investigation. This investigation will typically include speaking to all members involved in the complaint and reviewing any facts or information provided.
9. The case managers will then make a disciplinary recommendation based on their findings. The recommendation will fall into one of 2 categories: 1) an ethical or behavioural infraction of the Code of Conduct, Policies, or Procedures has NOT occurred and there is no further action required OR 2) an ethical or behavioural infraction of above has occurred and disciplinary action is recommended.
10. The case managers will submit a recommendation for disciplinary action if required. Disciplinary action will be determined based on past precedent and on a case-by-case basis. Disciplinary action may take the form of coaching or lifting sanctions, inability to assume the role of a meet director, or other reasonable discipline as determined by the committee.
11. If a sanction will interfere with a member's ability to work or engage in a role that may impede their lifestyle or financial position, legal guidance will be pursued prior to disciplinary action.

12. The Ethics Committee will review the disciplinary action with the CPU Board prior to notification of the members involved in the complaint. Concerns will be addressed with the Board and all members involved in the complaint will be notified of the results of the review.
13. All recommended discipline, whether a letter/warning or a sanction, will go to vote to the remainder of the disciplinary committee and the ethics committee. In cases of minor infraction, the committee's decision will stand.
14. All appeals will be received within the periods listed in the CPU Policies. If an appeal is not received in that period, the sanction will be considered finalized and the matter complete.
15. All major incidents will be dealt with by ITP directly who will determine the course of action required based on the complaint. Once their process is complete, which may include a mediation, investigation or a hearing, they will determine the discipline to be applied, if any.

## POLICY ON APPEALS

1. Any member province or registrant of the Canadian Powerlifting Union (CPU) who is affected by a decision of an official committee or decision-making body within the CPU has the right to appeal that decision. A member may not appeal any items that relate to the rules of competition, or elections held for executive positions.
2. A member who wishes to launch an appeal, hereinafter referred to as the appellant, shall:
  - a. Provide a written statement setting out their grounds of appeal to the ITP Officer within ten (10) business days of notification of the decision being appealed.
  - b. The written application to appeal must contain:
    - i. Decision being appealed;
    - ii. Grounds for Appeal;
    - iii. Statement of facts;
    - iv. Rule or regulation that has been contravened;
    - v. Remedy sought;
    - vi. The proof of payment of the appeal fee as determined annually by the CPU, currently \$100.
3. An appeal may only be requested if sufficient grounds for an appeal are present. Sufficient grounds include:
  - a. Making a decision for which it did not have authority or jurisdiction as set out in governing documents;
  - b. Failing to follow procedures as laid out in the approved policies of the association;
  - c. Making a decision which was influenced by bias;
  - d. Exercising its discretion for an improper purpose;
  - e. Making a decision which was grossly unreasonable.
4. Within fifteen (15) business days of receiving the written appeal, the ITP Officer will refer application to the appropriate appeal panel composed of one (1) to three (3) individuals. The hearing panel may dismiss the appeal, or allow the appeal and, inter alia, revoke the sanction or findings, or impose a different sanction. In each case, the hearing panel must give reasons in writing for its decision.
5. If the Appeal is determined to be made on legitimate grounds, the ITP Officer will inform both the appellant and the respondent within ten (10) business days and will provide a copy of the appeal to the respondent.
6. If the Appeals Panel determines that the appeal is not made on legitimate grounds it will inform the appellant who will be granted no further avenues of appeal.
  - a. The respondent will be granted ten (10) business days to submit a rebuttal to the appellant's submission.
  - b. If the Respondent fails to return a written response and/or supporting documents/evidence, the appeal will proceed nonetheless.



7. The Appeals Panel may, at its sole discretion and without holding a hearing, decide an appeal if, on the basis of the written documentation submitted to it, it is considered that the CPU Governing Documents have or have not been breached.
8. Written decisions are to be forwarded to the parties concerned within fifteen (15) business days of the respondent's rebuttal deadline date and, in cases where a personal hearing is held, within fifteen (15) business days after the date of the hearing.
9. Every appeal will be handled in a manner that upholds the principles of procedural fairness outlined in the CPU Discipline and Complaints Policy.
10. Unless specifically determined by the ITP Officer, all appeals will be reviewed on the basis of the written documentation submitted to it.
11. Decisions rendered by the Appeals Panel are to be written and must include the names of the Appeals Panel members, the names of the parties, the grounds for the decision, the facts upon which it was based and the decision itself.
12. The ITP Officer will maintain records of all decisions. Making it available as appropriate.
13. Sanctions imposed, other than financial orders, remain in force until the Appeals procedure is completed.
14. Decisions are to be signed by the Appeals Panel.
15. Decisions may be communicated by electronic mail or by registered letter.