



Yukon Quest Code of Conduct Policy

As of July 10, 2019

PREAMBLE

The Yukon Quest organizations (Yukon Quest International Association (Canada) (YQIA) and Yukon Quest International, Ltd. (YQIL) hereby referred to as Yukon Quest, mandate that all participating Musher's conduct themselves in a positive manner. Official Yukon Quest (YQ) Rule #50 states:

The Code of the North dictates that all travelers be courteous, helpful, generous and honorable. Conduct yourself well enough so that the next musher will be welcomed with equal hospitality.

Rude behavior or inappropriate actions by a musher or associates, including family, may result in a penalty, withdrawal, or disqualification. This includes any publication, sharing, posting or comments deemed false, derogatory or negative towards any musher, race personnel, volunteer, the Yukon Quest organization or their supporters. The rule is in effect from musher sign-up until 30 days after the finish banquet.

Any competitor or athlete worthy of the name realizes that all people—officials, volunteers, media, sponsors, and fans or supporters—are equal participants in this event, and that it is the musher's responsibility to define the upper limits of human and dog performance. A true Sportsman is an inspiration to all witnesses.

1. PURPOSE

The Code of Conduct Policy is designed to ensure the highest standards of professionalism and credibility of its Board of Directors, staff, contractors and their teams, volunteers (committee and race) and participants (mushers and handlers), all of them hereafter referred to as "representatives."

The Code of Conduct Policy intends to:

- Promote the highest standards of behavior
- Prevent unacceptable practices that do not support Yukon Quest values
- Prohibit inflammatory or denigrating comments regarding the YQ or its representatives
- Provide guidelines to investigate allegations of violations of this Code

2. EXPECTATIONS

The Yukon Quest International Sled Dog Race is a 24-hour-a-day, non-stop event from race start until the final dog team crosses the finish line. All representatives must conduct themselves appropriately over the entire course of the race and during all Yukon Quest business and functions (including pre and post-race activities).

- At all times, act in a manner that supports the mission, vision and values of the organization.
- The basic values of impartiality, integrity, and discretion should govern all aspects of your conduct and work.
- Treat all persons you encounter with courtesy, respect and dignity.
- Act within the scope of your authority and responsibilities at all times.

- Comply with all state, territorial, national and international laws.

3. UNACCEPTABLE BEHAVIORS AND ACTIVITIES

The Yukon Quest aims to provide a healthy and safe environment both on and off the trail. As such, certain behavior or activities are prohibited or restricted for all Yukon Quest representatives.

3.1 Harassment

Harassment is defined as behavior that is unwelcome and offensive to a reasonable person, and consists of objectionable verbal, written or physical conduct that demeans, belittles, intimidates or humiliates another person. Direct or indirect conduct that harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment will not be tolerated.

3.2 Impairment

Yukon Quest representatives should not appear to be, or be, impaired or under the influence, while representing the organization. The following will not be condoned:

- Excessive consumption of alcohol
- Consumption of illegal substances

3.3 Inappropriate Conduct also includes, but is not limited to;

- Theft or inappropriate use of Yukon Quest property and provisions, including rental property;
- Insubordination and/or other disrespectful conduct;
- Unauthorized use or disclosure of confidential Yukon Quest information;
- Making false accusations regarding persons associated with the Yukon Quest or the Yukon Quest itself; including malicious, false, poorly informed and damaging representation of the YQ and/or its representatives, written or oral defamatory statement or representation that conveys an unjustly unfavorable impression. This includes any written words or pictures published on websites, blogs, forums, and social networking applications;
- Accepting or offering bribes; and
- Engaging in or assisting any person engaging in, any activities that may adversely affect the interests of Yukon Quest.

3.4 Conflict of Interest Policy

Conflicts of Interest can arise through various relationships including, but not limited to, family relationships, economic relationships and personal or intimate relationships. A conflict of interest is created when a director, officer, employee or volunteer is involved in a transaction:

- As a party in a contract for goods or services with the Yukon Quest
- A material financial interest in an entity involved financially with the Yukon Quest
- That competes with the Yukon Quest
- A transfer of confidential information.

Situations may create the *appearance of a conflict*, or present a *duality of interests*, with a person who has influence over the activities or finances of either organization. Conflicts of interest can result in either inappropriate financial gain or the appearance of a lack of integrity in the Yukon Quest decision making process.

Staff should disclose to the Executive Director and board members should disclose to the Board President, as soon as the person is aware of a conflict, the potential for a conflict, or the appearance of a conflict. Other representatives should disclose to their direct supervisor.

All such circumstances should be disclosed to the board or staff, as appropriate, and a decision made by the Board as to what course of action the organizations and/or individuals should take so that the best interests of the Yukon Quest are not compromised by the personal interests of stakeholders.

3.5 Ethics Policy

The Yukon Quest strongly believes that its representatives must uphold the highest standards of ethical and professional behavior as described in this Code of Conduct. All representatives are expected to act with respect, concern, courtesy and responsiveness in carrying out the organization’s Mission, Vision and Values. Our ethics policy is this Code of Conduct in its entirety.

4. COMPLIANCE

All Yukon Quest representatives shall comply with all the provisions of this Code regarding their ethical conduct and obligations. Those who do not may be subject to disciplinary action, including any or all of the following:

- Removal from office or appointment
- Revocation of membership
- Dismissal from employment or contract
- Withdrawal from the race or other appropriate sanction

Yukon Quest International Association (Canada) (YQIA) and Yukon Quest International, Ltd. (YQIL) have adopted this policy



Bev Regier
President
Yukon Quest International Association (YQIA)



John Dixon
President
Yukon Quest International, Ltd. (YQIL)

Date: Approved by both Boards and signed July 10, 2019

I, _____, have read, understand and agree to uphold the Yukon Quest Code of Conduct.

Name Here

Signature: _____ Date: _____

CONFLICT DISCLOSURE

I, _____, wish to disclose the following potential Conflict of interest:

Name Here

Signature: _____ Date: _____

I, _____, do not have any conflict of interest to report.

Name Here

Signature: _____ Date: _____

GUIDELINES AND RESPONSIBILITIES FOR SUBMITTING ALLEGATIONS OF VIOLATIONS OF THE YUKON QUEST CODE OF CONDUCT POLICY

SUBMITTING AN ALLEGATION OF VIOLATION:

1. Any YQIL or YQIA Staff should disclose violations, potential violations, or the appearance of violations to their Executive Director; Board members should disclose to the Board President, as soon as the person is aware of a violation, the potential for a violation, or the appearance of a violation. Other representatives should disclose to their direct supervisor.
2. Any allegation of a violation of the Yukon Quest Code of Conduct Policy must be made in writing date, location, etc. and must be submitted to both Yukon and Alaska Board of Director Presidents and senior staff of both organizations.
2. Any allegation of a violation of the Yukon Quest Code of Conduct Policy must be received in writing by the above identified parties, **within 14 days** of the date of the alleged violation, or the allegation will NOT be considered.
3. The investigation shall be conducted, final recommendations reported and any necessary approvals provided AND any resulting disciplinary actions determined and administered **within 30 days** of the allegation being submitted, or the allegation will be considered voided. The Joint Boards of Directors can approve extensions.

INVESTIGATING AN ALLEGATION OF VIOLATION:

(In all of the following cases, should any designated person be 'involved' in the allegation of violation (i.e. either submitting an allegation or the subject of a submitted allegation) then that person shall be immediately removed from the investigation process and their role shall be fulfilled by a suitable replacement person(s).)

In the case of an allegation of violation against staff, contractors and their teams, volunteers (committee and race) or participants (mushers and handlers); the investigation shall be conducted by

- The Senior Staff person in the country where the alleged violation occurred.
- This same person shall be responsible for directing the investigation and reporting the findings and recommendations of their investigation to the Joint Boards of Directors in writing for review and approval.

In the case of an allegation of violation against a member of a Board of Directors; the investigation shall be conducted by

1. When the allegation is submitted by a non-Board member;

- The Executive Committee of the Board of Directors on which the subject of the allegation serves.
- This same Executive Committee shall be responsible for directing the investigation and reporting the findings and recommendations of their investigation to the Joint Boards of Directors in writing for review and approval.

2. When the allegation is submitted by a member of the same Board of Directors as the subject of the allegation;

- The Executive Committee of the Board of Directors on which both the person submitting and the subject of the allegation serve.
- This same Executive Committee shall be responsible for directing the investigation and reporting the findings and recommendations of their investigation to the Joint Boards of Directors in writing for review and approval.

3. When the allegation is submitted by a member of the 'other' Board of Directors as the subject of the allegation;

- The Joint Executive Committee of the Boards of Directors.
- This Joint Executive Committee shall be responsible for directing the investigation and reporting the findings and recommendations of their investigation to the Joint Boards of Directors in writing for review and approval.