CODE OF CONDUCT

Sask Sport is committed to maintaining high standards of legal and ethical conduct in all of its activities and is dedicated to maintaining its reputation for integrity and good corporate citizenship.

WHO THIS CODE OF CONDUCT APPLIES TO

Sask Sport's Code of Conduct applies to Sask Sport Board of Directors, committee members and employees (all listed groups hereinafter referred to as "Sask Sport representatives"), setting a clear standard of the basic principles of ethical and lawful conduct that Sask Sport requires. While it is impossible in a document of this nature to cover the full spectrum of Sask Sport's representatives' activities, the following are meant to be general guidelines of conduct expected of Sask Sport representatives during all Sask Sport activity.

Anytime Sask Sport or the Board of Directors are mentioned through the Code of Conduct, it includes all the subsidiary organizations:

- Administration Centre for Sport, Culture and Recreation (1989) Inc.
- Give Kids a Chance Charity Inc.
- National Sport Trust Fund – Sask Division
- Sask Lotteries Trust Fund for Sport, Culture and Recreation
- Sask Sport Distributors Inc.
- Western Canada Lottery – Saskatchewan Division Inc.

Inevitably, circumstances will arise which may cause Sask Sport representatives to question whether a particular activity falls within acceptable behavior, and which are not covered by these guidelines. In these circumstances, Code of Conduct questions and violations should be communicated to one of the following:

- Human Resources
- Employees' supervisor or manager
- Chief Executive Officer
- Chair of the Board of Directors
- Audit Committee

Violation of this Code of Conduct may result in disciplinary action, up to and including termination and/or legal action.

CONDUCT UNDER THE LAW

All Sask Sport representatives are expected to comply with all laws, regulations and court orders applicable to the business of Sask Sport. Additionally, no Sask Sport representative has authority to violate, or to direct another employee or any other person to violate, any law, regulation or court order on behalf of Sask Sport.

A copy of Sask Sport's Bylaws are located on the organization's website and can be provided by Human Resources. The Bylaws supplement the provisions of The Non-profit Corporations Act, 1995 (Saskatchewan) with respect to Sask Sport and provide guidance on the general transaction of the activities and affairs of Sask Sport and the relationship of the Board of Directors and members to each other and to Sask Sport.

CONDUCT WITHIN SASK SPORT

Sask Sport representatives commit to upholding Sask Sport's values - Integrity, Community, Teamwork and Inclusivity - and upholding this Code of Conduct in all internal and external dealings.

Property

All Sask Sport representatives are responsible for the proper use of Sask Sport physical resources and property, as well as its proprietary and other confidential information. All Sask Sport representatives are also responsible for the protection of Sask Sport's assets, both tangible (such as material, buildings, people, property, information, revenues) and intangible (such as communications networks, information systems, intellectual property).

Sask Sport, and its subsidiaries', name(s), property and goodwill must not be used by Sask Sport representatives for personal advantage.

The property of Sask Sport and third parties must be protected from loss, damage, theft, vandalism, sabotage or unauthorized use, copying, disclosure or disposal. Property must be used exclusively for legitimate business purposes, subject to limited exceptions involving telephones, computers, e-mail accounts and the Internet. Limited personal use of such Sask Sport property may be permissible if use is reasonable, is not for the purpose of carrying on non-Sask Sport business and does not impede or reduce your ability to perform your duties, diminish productivity or effectiveness at work or negatively impact Sask Sport in any way.

Intellectual Property

All intellectual property developed or conceived while carrying out duties with Sask Sport on Sask Sport premises or with the use of Sask Sport equipment, data or property or which are within the scope of Sask Sport's business interests, are the exclusive property of Sask Sport.

Information Technology

Sask Sport representatives will not abuse the use of Sask Sport's information technology (IT) assets, including the Internet, applications, email or any technological devices that are provided to the Sask Sport representative.
IT assets are provided for conducting Sask Sport business and are the property of Sask Sport. All communications and information transmitted by, received from, created or stored are the property of Sask Sport, and may be recorded and monitored at any time.

No Sask Sport representative may use the Internet or other corporate assets knowingly to download or distribute pirated software or data, nor to use Sask Sport's Internet, or other, facilities to deliberately propagate any virus, or similar malicious or disruptive code, or to use Sask Sport's Internet facilities knowingly to disable or overload any IT system or network, or to circumvent any system intended to protect the privacy or security of another user.

Management of Sask Sport's Records

Sask Sport has internal controls and procedures required to meet internal needs and applicable laws and regulations. Sask Sport representatives must not alter, distort, conceal, or discard any document, record or object for the purpose of impeding or obstructing any investigation conducted by Sask Sport or any government or regulatory agency. Records should always be retained or discarded according to Sask Sport's Records Management Policy, or with the approval or authorization of the Chair of the Board of Directors or the Chief Executive Officer in the absence of policies or procedures dealing with the specific records.

Accounting, Auditing and Record Keeping

All of Sask Sport's books, records, accounts and financial statements must be maintained in reasonable detail, must appropriately reflect all Sask Sport's transactions and must conform to applicable financial reporting requirements and obligations, accounting standards and to Sask Sport's system of internal controls. Undisclosed or unrecorded revenues, expenses, assets or liabilities are prohibited. Sask Sport representatives will never create or participate in the creation of records that are misleading or artificial. All Sask Sport representatives will cooperate fully with Sask Sport's internal and independent auditors. No action will be taken to fraudulently influence, coerce, manipulate or mislead anyone engaged in the performance of an audit of Sask Sport's financial statements.

Sask Sport representatives will not authorize payment of Sask Sport's funds knowing that any part of the payment will be used for any purpose other than the purpose described in the documents supporting the payment. Sask Sport representatives are not permitted to borrow or to make use of company funds or other assets for their own personal gain or benefit, unless such benefits are derived as part of an authorized Sask Sport compensation or benefit program.

Any Sask Sport representative who has a concern or complaint regarding accounting, internal controls or auditing matters with regards to any of Sask Sport's operations should immediately report it to a member of the Audit Committee or Secretary/Treasurer (if a

director or committee member) or Chief Executive Officer or senior leadership (if an employee).

Confidential and Proprietary Information

Sask Sport representatives will not use proprietary and/or confidential information gained by virtue of their association with Sask Sport for their own personal gain, nor should they disclose such information for the use of others.

Many Sask Sport documents and much of its information is proprietary and should be kept confidential. Information provided to Sask Sport by a third-party may also be confidential and must be dealt with according to instructions provided by such third-party. All such information must be protected against unauthorized disclosure or misuse. Designated proprietary and confidential information and documents may only be accessed by authorized personnel. Examples of proprietary and confidential information include, but are not limited to:

- Business plans
- Legal proceedings
- Personnel records and information (including payroll registers)
- Financial documents (including audit reports)
- Training material
- Computer menus and software programs

Privacy

In doing business, Sask Sport acquires personal information about our Board of Directors, committee members, membership, volunteers, business partners, service providers, employees and customers. Sask Sport collects this information only for lawful purposes related to the operations and business of Sask Sport and the provision of services and products by Sask Sport and may use the information only for the purposes for which it was collected.

Sask Sport representatives are required to comply with privacy laws and Sask Sport's Privacy Policy that requires consent before collecting, using or disclosing personal information from anyone. All personal information must be protected by safeguards appropriate to the level of sensitivity of the information and access to the personal information must be limited to those having a legitimate business need.

Upon request, Sask Sport representatives have the right to have access to their personal information. Personal information means information about an identifiable individual, but does not include the name, title or business address or business telephone number of an individual. Sask Sport representatives' personal information refers to those records like an employee's file and other documents collected and used to provide services or support like pay or benefits information.

Disclosure of a Sask Sport representative's personal information without their consent is

limited to those within Sask Sport who require it for identified purposes or whose duties require it, or to third parties only in circumstances where required by law.

Conflict of Interest

All Sask Sport representatives are expected to arrange their private affairs in a manner that will prevent a conflict of interest or an appearance of a conflict of interest. Sask Sport representatives should not place themselves in a position of obligation to any person who could gain any special treatment from Sask Sport. Representatives must not make inappropriate use of their position with Sask Sport in a way that could be detrimental to Sask Sport's business, its nature and role or its reputation.

Sask Sport representatives should not have a monetary or other interest that could conflict or appear to conflict in any manner with fulfilling their duties and responsibilities as a Sask Sport representative.

Potential conflict of interest or appearance of same must be disclosed by the Sask Sport representative and is subject to review and advice by the Chair of the Board of Directors (if a director or committee member) or Chief Executive Officer and/or manager (if an employee) as to what actions, if any, need to be taken. Review and advice will take into consideration the nature of the Sask Sport representatives' responsibilities and degree of potential or apparent conflict.

Inclusivity, Diversity, Equity and Accessibility

The promise of Sask Sport is to enrich Saskatchewan communities. We believe that our promise is most effectively fulfilled through a commitment to be an inclusive, diverse, equitable and accessible network.

Harassment and Discrimination

Sask Sport is committed to providing a safe, positive and inclusive environment that is free of harassment and discrimination. Harassment and discrimination are prohibited by law and will not be tolerated. All people with whom Sask Sport has business relations are to be treated in a fair, dignified and respectful manner.

Substance Use

While at work or acting on behalf of Sask Sport, Sask Sport representatives are expected to be fit for duty and to remain so for the duration of any period they carry out duties or may be expected to carry out duties.

Sask Sport representatives should refrain from activities or conduct on or off duty which reflect discredit to Sask Sport or are harmful to themselves.

CONDUCT WITHIN THE COMMUNITY AND OUR PARTNERS

Sask Sport representatives will engage in dialogue and build relationships with various groups to promote understanding and seek new ways of conducting business to greater mutual benefit.

Media Communications

In addition to everyday communications with outside persons and organizations, Sask Sport will, on occasion, be asked or elect to express its views or provide information to the news media. All external communications (including radio, television, newspapers, Internet, social media, etc.) related to Sask Sport will be managed by the Sask Sport Director of Lottery and Communications as outlined in Sask Sport's Media Policy. All mainline media inquiries and requests received by any Sask Sport representative related to Sask Sport should immediately be referred to the Sask Sport Director of Lottery and Communications for follow up and handling.

External Activities

Sask Sport representatives are not permitted to engage in outside business activities which deprive Sask Sport of the time and attention required to properly perform their duties as a Sask Sport representative or which are in competition with or related to Sask Sport activities.

Provided that Sask Sport representatives do not make inappropriate use of their position with Sask Sport, engagement in educational, professional, philanthropic, social and recreational activities are encouraged.

Political Involvement

Sask Sport representatives are free to participate in the political process as individuals and are free to exercise their right to make political contributions. If an employee wishes to run for public office, they must take a leave of absence, without pay, during the campaign. If they are unsuccessful in obtaining political office, they may return to their previous position within Sask Sport.

If a director wishes to run for public office, notification must be given to the Chair of the Board of Directors. The director, so as not to appear to put either their position or Sask Sport in a conflict-of-interest situation, will resign from the Board of Directors. If the director is unsuccessful in gaining a political office, they may run for re-election at the next election for directors.

Sask Sport is apolitical, and its employees, resources and facilities are not to be used for any political activity. Sask Sport will not support or endorse any political activities undertaken by a Sask Sport representative.

CODE OF CONDUCT ADMINISTRATION

Responsibility for setting the standards of business conduct contained in this Code of Conduct and interpreting, applying and updating this Code of Conduct rests with the Board of Directors. The Chief Executive Officer has overall responsibility for the accountability of the Code of Conduct and the corporate policies that support it and for ensuring that Sask Sport maintains compliance.

Compliance

Sask Sport representatives have a responsibility to understand and follow this Code of Conduct. Sask Sport representatives will be required to certify that they have read, understand and will comply with its contents. The Code of Conduct must be reviewed and signed when a Sask Sport representative joins the organization. All Sask Sport representatives are expected to perform their work with honesty and integrity in any areas not specifically addressed by this Code of Conduct.

All Sask Sport representatives are responsible for compliance with all applicable Sask Sport policies and related standards and procedures. Contact Human Resources for a copy of Sask Sport's related policies.

Reporting Violations

Sask Sport is committed to maintaining an atmosphere of open communication and trust. Sask Sport must maintain a working environment where Sask Sport representatives, who reasonably believe that they are aware of violation of this Code of Conduct or Sask Sport's legal duties, can raise those concerns free of any harassment, discrimination or retaliation.

If a Sask Sport representative has reason to believe that a possible violation of this Code of Conduct or applicable law has taken place, the violation must be reported immediately to one of the following:

- Human Resources
- Employees' supervisor or manager
- Chief Executive Officer
- Chair of the Board of Directors
- Audit Committee

Examples of reportable actions include, but are not limited to:

- Any indication of fraud
- Misappropriation of company resources
- Substantial variation in financial reporting methodology from prior practice or from generally accepted accounting principles
- Disclosures in reports and other public disclosures that are not full, fair, accurate, timely and understandable
- Conduct that is not honest and ethical

- Conflicts of interest
- Potential violations of governmental rules and regulations
- The falsification, concealment or inappropriate destruction of corporate or financial records
- Disorderly or abusive conduct or language
- Damage to property
- Hazing
- Aggressive verbal or physical behaviour
- Rude, demeaning, threatening or intimidating behaviour

Sask Sport representatives are required to come forward regarding all potential breaches, without regard for the identity or position of individuals suspected of being involved. Knowingly failing to report suspected or actual breaches may result in disciplinary action, up to and including termination.

Amendments

The provisions of this Code of Conduct may be materially amended or modified only by the Board of Directors and will be reviewed and updated every three years, or as required. Any updates to the Code of Conduct are communicated to Sask Sport representatives and made available throughout the organization.

CONTACT INFORMATION

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