

ADVOCIS CODE OF CONDUCT FOR CHAPTER BOARDS and COMMITTEE MEMBERS

This Code of Conduct represents the Association's commitment to high standards of behaviour as it relates to Chapter Board membership. It should be regarded as the minimum expectation for performance. A Chapter Board member who fails to comply with this policy shall be considered in violation of the Code of Conduct and will be subject to appropriate disciplinary action up to and including removal from their position.

Compliance with Laws

Chapter Board members will conduct the organization's business in accordance with applicable legislation, including: Employment Standards Act, Freedom of Information and Protection of Privacy Act and Human Rights legislation.

Compliance with the Policies of the Organization

Chapter Board members will comply with the policies and by-laws of the organization, as they relate to their position. This includes conflicts of interest and information management policies.

Conflicts of Interest

Chapter Board members must act in the best interests of the organization and avoid situations where their personal interests or relationships interfere with acting in good faith on behalf of the organization. Chapter Board members may not engage in activities that are in conflict with the interests of the organization or that may negatively impact the reputation of the organization, or that interfere with an employee's performance of their job.

Gifts or honoraria

It is not permissible to offer or accept gifts, gratuities, excessive favours or personal rewards intended to influence the organization's decisions or activities. It is permissible to accept gifts of a nominal value (e.g. pens, calendars, advertising items, etc) in recognition of work well done. Chapter Board members are not permitted to accept cash under any circumstances. Chapter Board members, if representing the Association, must turn over to the organization any honoraria they receive.

Confidentiality

Chapter Board members must maintain the highest standards of confidentiality regarding information obtained directly or indirectly through their involvement with the

organization. This includes information about Chapter Board members, member organizations, partners, employees, contractors, and job applicants. Chapter Board members must avoid inadvertent disclosure of confidential information through casual or public discussion, which may be overheard or misinterpreted.

Use of materials and property

Materials and programs developed for the organization are the property of the organization and are not to be used in situations external to the organization without prior approval. Internet and email are to be used in a responsible and professional manner. Chapter Board members are prohibited from sending material that is threatening, obscene, hateful, racist or otherwise inappropriate.

Communication and Media Relations

Chapter Board members should not conduct **Advocis related** interviews with members of the media without first consulting the communications department at the national office. Chapter Board members should refrain from commenting about the organization (negative or positive) in any online forum/discussion, including those on social media sites such as LinkedIn, Facebook, or Twitter. This also applies to emails relating to the association's issues, unless the email correspondence is between volunteers belonging to the same committee/board. All communication and/or media queries should be directed to the communications department at the national office so that the query can be assessed and an appropriate response determined. Responses should come from designated spokespersons (i.e. President & CEO and/or the TFAAC Chair) or national staff, unless otherwise determined (e.g., a pre-approved response/statement from a committee chair)

Drug and alcohol abuse

Chapter Board members are required to act in a professional and responsible manner at all times. Any individual whose behaviour is unduly influenced by drugs or alcohol, at association events or while representing the organization, will be disciplined up to and including removal from their position.

Discrimination

Chapter Board members are expected to comply with the Human Rights Code, and the Citizenship and Multiculturalism Act and shall not discriminate by reason of race, religious belief, colour, gender, mental or physical disability, marital status, ancestry, age, place of origin, family status, source of income or sexual orientation. (the Ontario Human Rights Code is attached as appendix "A")

Harassment

Chapter Board members must conduct themselves in a harassment free manner. Harassment is interpreted as unwelcome conduct, comment, gesture, contact, or

intimidating and offensive behaviour likely to cause offence or humiliation. Such conduct will not be tolerated and may result in disciplinary measures up to and including removal from their position.

Conflict and Disputes

Association reporting lines must be respected at all times. Chapter Board members with issues, concerns and/or conflicts with employees and/or other Chapter Board members should attempt to resolve the concern directly with the individual on an informal basis. (Please refer to “Advocis – Complaint Resolution - Informal Procedure“)

Should the parties be unable to resolve the matter informally then the complainant should discuss their concerns with their Chapter President. Should the Chapter President be unable to resolve the issue, the Chapter President, in consultation with the complainant shall refer the matter to the Chapter Leadership Council Regional Representative. The Chapter Leadership Council Regional Representative will attempt to resolve the dispute through an informal process (verbal), failing which a more formal (written) process will be undertaken. (Please refer to “Advocis – Complaint Resolution - Formal Procedure“)

Failure to abide by the Code of Conduct may result in removal from the Chapter Board.

I have read this Code of Conduct and agree to follow it during my tenure as a Chapter Board member.

Signed

Date