

CODE OF CONDUCT POLICY

PURPOSE

The YQueerL Society for Change is dedicated to creating positive change within their community and providing support for the LGBTQ+ community, especially addressing areas that are not being addressed within the current capacity in the current community. Policies are essential in providing substance to this mandate. The purpose of this policy is to clarify the expectations regarding appropriate and inappropriate conduct of Directors, Chairs, members, employees, volunteers, and any other individual operating on behalf of the Society.

PERSONS AFFECTED

The YQueerL Society for Change Board of Directors / The YQueerL Society for Change members / Employees & Volunteers of The YQueerL Society for Change, and any individual operating on behalf of The YQueerL Society Change.

POLICY STATEMENT

The Society is committed to high organizational and operational standards. The Society regards the Code as *minimum* expectations for performance.

RESPONSIBILITIES

It is the responsibility of The YQueerL Society for Change Board of Directors to:

- a. Abide by this policy in its entirety,

It is the responsibility of the membership, employees, volunteers, and any other individual operating on behalf of the Society to:

- a. Abide by this policy in its entirety.

PROCEDURES

1. COMPLIANCE WITH LAWS

- 1.1 Directors will conduct the Society's business in accordance with applicable legislation, and are expected to comply with the following but not limited to: *Alberta Societies Act, Employment Standards Code of Alberta, Freedom of Information and Protection of Privacy Act, Alberta Human Rights, Criminal Code of Canada, Citizenship, Multiculturalism Act* and all other applicable legislation.

2. COMPLIANCE WITH THE SOCIETY'S POLICIES

- 2.1 Directors serve the Society in support of all communities the Society represents.
- 2.2 Directors will comply with the policies and bylaws of the Society.
- 2.3 Regardless of how Directors vote on any given issue, all decisions of the Society Board of Directors become decisions of the Board of Directors as a whole.

3. CONFLICT OF INTEREST

- 3.1 Directors must act in the best interests of the Society and avoid situations where their personal interests or relationships interfere with acting in good faith on behalf of the Society.
- 3.2 Directors may not engage in activities that are in conflict with the interests of the Society, that may negatively impact the reputation of the Society

4. GIFTS OR HONORARIA

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

5. **CONFIDENTIALITY**

- 5.1 Directors must maintain the highest standards of confidentiality regarding information obtained directly or indirectly through their involvement with the Society's. This includes information about volunteers, Directors, funders, donors, member organizations, partners, employees, contractors, and job applicants.
- 5.2 Directors must avoid inadvertent disclosure of confidential information through casual or public discussion, which may be overheard or misinterpreted.
- 5.3 The Board of Directors of the Society expects you to respect the privacy and to maintain personal information as confidential. All records are confidential. Failure to maintain confidentiality may result in sanctions imposed by the Board, as they see fit and appropriate.
- 5.4 Confidentiality is the preservation of privileged information. By necessity, personal and private information may be disclosed when compelled by law. What you learn is necessary to provide a fact-based report to the Board, doing so as part of a trusting relationship. Therefore, information gained about individuals is confidential in terms of the law, and disclosure could make you legally liable.

6. **USE OF MATERIALS AND PROPERTY**

- 6.1 Branded materials and programs developed for or by the Society are the property of the Society and are not to be used in situations external to the Society without prior approval from the Board of Directors.
- 6.2 Internet, social media, and email are to be used in a responsible and professional manner. Directors are prohibited from sending material that is deemed inappropriate by the majority of members of the Board of Directors.

7. **DRUG AND ALCOHOL ABUSE**

- 7.1 Directors should not attend meetings or represent the Society while under the influence of drugs or alcohol.

8. **HARASSMENT**

- 8.1 Harassment, interpreted as unwelcome conduct, comment, gesture, contact, or intimidating and offensive behaviour likely to cause offence or humiliation, will not be tolerated. Please refer to the *Harassment Policy and Procedure* for more details.

9. **INTERPERSONAL CONFLICT**

- 9.1 The Society endeavours to resolve all interpersonal conflict between members as it relates to the Society's work. Procedures of how the board will resolve interpersonal conflicts are attached in Appendix A of this policy.

10. **CODE OF CONDUCT AGREEMENT**

10.1 By virtue of holding a position within the Society's Board of Directors, all Directors agree to comply with this policy.

10.2 A Director must adhere to the principles within this policy.

11. VIOLATION OF THE CODE OF CONDUCT POLICY OR AGREEMENT

11.1 The Society endeavours to resolve all violations of this policy as it relates to the Society's work. Procedures of how the board will resolve violations are attached in Appendix B of this policy.

12. BOARD RESPONSIBILITY

12.1 The Board of Directors are responsible for this policy and must ensure that Directors hold themselves, their actions and their performance in a professional manner, committed to high organizational and operational standards.

DEFINITIONS

- "Director" means an individual member elected to the Board of Directors, as stated in Article 5 of the Bylaws.
- "Employee" means a person who receives all or part of their income from the payroll of the Society.
- "Member" means an individual in Good Standing, as stated in Article 3 of the Bylaws.
- "Volunteer" means any individual, other than a director, or employee.

REVISION HISTORY

- July 26, 2018: New Policy

APPENDIX A
INTERPERSONAL CONFLICT PROCEDURES

- 1.1 No Director of the Society may publicly criticize any other Director.
- 1.2 the Society Directors must normally attempt to resolve interpersonal conflict.
- 1.3 Any Director unable to resolve interpersonal conflict through 1.2 may report the conflict to a board member. If a Director chooses to notify the Board of the conflict, they must do so, in writing, to at least two (2) Directors of the Board.
- 1.4 Once two (2) Directors have received a report of interpersonal conflict, the two Directors shall:
 - a) Advise the entire Board that a report has been filed;
 - b) Advise all Director(s) involved in the conflict that the Board has received a report and that the Board will address the issue.
- 1.5 Once all Directors have been notified, the Board must hold a meeting within a timely manor, normally fifteen (15) days, to review and respond to the report.
- 1.6 The Board may resolve the conflict through any process it deems appropriate, ensuring equity, sensitivity, confidentiality, and transparency in its process. The Presidents (or designate) shall advise, in writing, the decision of the Board to all Directors named in the conflict.
- 1.7 If an Director identifies an interpersonal conflict among Board or Board Directors and:
 - a) the conflict is disrupting the functionality of the Board, and
 - b) the conflicting participants have failed to enact or meet the conditions of Section 1.2, the Director may convene a meeting of the Board and initiate a resolution to the conflict, as per Section 1.6.

APPENDIX B
VIOLATION OF THE CODE OF CONDUCT POLICY OR AGREEMENT

2.1 Any observed violation of the Code of Conduct must be reported, in writing, to at least two Directors.

Once a report has been received the procedure in Appendix B shall be follow.

2.2 Once two Directors have received notice, they shall:

Advise the entire Board that a report has been filed;

Advise the Director(s) involved in the violation that a report has been filed.

2.3 Once all Directors have been notified, the Board must hold a meeting within fifteen (15) days to review and respond the report.

2.4 The Board may respond to a violation of the Code of Conduct in any manner it deems appropriate. The President (or designate) shall advise, in writing, the decision of the Board to the Directors named in the report.