

CODE OF CONDUCT
THE UNITED EMPIRE LOYALISTS' ASSOCIATION OF CANADA
HAMILTON BRANCH
FEBRUARY 28, 2019

Local, Provincial and Federal Governments have established a number of guidelines related to codes of conduct. As we have all seen during the past several years, and most specifically during the past 18 months, having an established Code of Conduct is vital to business, governments and volunteer organizations.

The United Empire Loyalists' Association of Canada, Hamilton Branch wants to provide a harassment-free environment for its volunteers, members and visitors. Mutual respect, along with cooperation and understanding, must be the basis of interaction between everyone; the Board; Committee members; general members and visitors.

The United Empire Loyalists' Association of Canada, Hamilton Branch will neither tolerate nor condone behaviour that is likely to undermine the dignity or self-esteem of an individual, or create an intimidating, hostile or an offensive environment. This includes racial harassment, whether in verbal, implied or written form and sexual harassment, whether verbal, implied or written form, as well as any unwanted physical contact.

The Board, Committee members, General members and Visitors

1. shall express their opinions, unencumbered, **but** always with the underlying goal of flexibility, remaining open to differing points of view.
2. shall work with and respect the opinions of others, leaving personal prejudices out of all Branch discussions.
3. shall observe parliamentary procedures and display courteous conduct in all Branch meetings and events toward each other and toward the staff of any venue being occupied.
4. shall exercise the duties and responsibilities of their position with integrity and collegiality. Although conflict may occur from time to time, it is incumbent upon all parties to ensure that every effort is made to resolve the issue in a respectful manner.
5. shall comply with any UELAC policies and procedures that guide the storage, use and transmission of any information of the UELAC, including the use of computer data bases or email systems.
6. shall treat Executive Meeting discussions as a "safe haven" for the benefit of the members and the UELAC Executive and
 - a. Shall not repeat any confidential discussions concerning the UELAC business and practices unless it is part of an authorized formal report, and
 - b. Shall not repeat any discussions of a personal nature about their peers and the UELAC, outside of the meetings.
7. shall not, in the context of the UELAC's business and practices, make comments to the media or make themselves available for interviews by the media on behalf of the UELAC without prior written approval of the UELAC Executive.

8. must adhere to the standards prescribed by this Code of Conduct, any applicable Conflict of Interest Policy, as well as the By-Law and Policies of the UELAC.
9. shall report any breaches or potential breaches of this Code of Conduct to the respective Committee Chair. If the report relates to the Committee Chair, the report will be made by the member directly to the UELAC Branch President.
10. Where a report, as described in 9 above, has been received by a committee chair they will forthwith advise the UELAC Branch President and no action will be taken without written direction from the President.
11. Every effort will be made to resolve a breach of the Code of Conduct, however in the most serious of incidents or upon repeated reports the member may be requested to resign.

President
Patsy J. Blackburn UE
February 28, 2019

Secretary
Marilyn Hardsand UE
February 28, 2019