

### **SEESA Code of Conduct**

To cultivate a supportive environment on SEESA premises, at any offsite activity organized by or related to SEESA, or in any communications among or about participants, all individuals are treated with respect and dignity. For this reason, Participants agree to:

1. Read the SEESA Code of Conduct and abide by it.
2. Behave in a courteous and respectful manner toward others.
3. Be respectful of the differences of others which may include, but are not limited to, diversity of race, age, cultural heritage, ethnicity, gender orientation, religion, physical and mental abilities, and economic circumstances.
4. Be considerate towards all participants and tolerant of others' limitations and restrictions.
5. Treat everyone with compassion, respect, and dignity.
6. Consider the feelings of others.
7. Manage one's temper in difficult circumstances.
8. Use acceptable language in all communications with participants and/or when representing SEESA.
9. Respect the personal belongings of others.
10. Act honestly and ethically in relationships with others.
11. Abide by SEESA's bylaws, and all municipal, provincial and federal laws.
12. Promptly follow all safety instructions given by staff, instructors or first responders.
13. Promptly report any suspected violations of the SEESA Code of Conduct to the Executive Director, or Board President.

**Unacceptable behaviour** includes, but is not limited to, the following:

- a) Violent physical or verbal threats directed against another person or their property.
- b) Vulgar and indecent language and obscene gestures.
- c) Offensive, derogatory, discriminatory jokes and/or language.
- d) Possession or use of illegal drugs.
- e) Smoking or vaping in an area not designated for that purpose.

- f) Personal insults and intimidation expressed verbally, in writing or electronically.
- g) Unwelcome personal attention such as remarks, gestures or physical contact.
- h) Repeated harassment of others.
- i) Intentionally making another person feel hurt, afraid or embarrassed.
- j) Breaching SEESA's or any Participant's confidentiality.

*For purposes of the Code of Conduct a "participant" is:*

1. *any individual or group*
  - a. *present at the SEESA Activity Centre, or*
  - b. *engaging virtually by telephone or video from off-site, or*
  - c. *communicating in writing in hard copy or electronic format who engages in communications or interactions with others.*
2. *any SEESA member or SEESA staff member*
  - a. *in physical or virtual attendance at any external (ie. non-SEESA) event, or*
  - b. *who creates and publishes any form of message or communication where that member's message, communication or action represents, or could be understood by others to represent, SEESA.*

<b>Established:</b>	<b>2020</b>	<b>Approved:</b>	<b>November 23, 2020</b>
<b>Latest Revision:</b>	<b>Rescinds M.5</b>	<b>Implementation</b>	
<b>Next Review:</b>	<b>2025</b>	<b>Authority: Board</b>	