

# Stepping Stone Senior Centre

## Code of Conduct

### 1. Purpose

The purpose of this Code of Conduct (Code) is to ensure a safe and positive environment (within SSSC premises programs, activities, and events) by making all Individuals aware that there is an expectation, at all times, of appropriate behavior consistent with the values of the SSSC, as set out below.

The SSSC is committed to providing an environment in which all individuals are treated with respect. The SSSC supports equal opportunity and prohibits discriminatory practices. Individuals are expected to conduct themselves at all times in a manner consistent with the values of the SSSC that include fairness, integrity, accountability, accessibility, and respect.

Conduct that violates this Code may be subject to sanctions pursuant to the SSSC's Discipline Policy.

### 2. Definitions

*SSSC* stands for Stepping Stone Senior Centre.

*Individuals* – All categories of membership defined in SSSC's By-laws, as well as, those attending activities with the SSSC, including but not limited to, Volunteers, Facilitators, Students, Administrators, Directors and Officers.

*Harassment* is defined as comments or conduct directed towards an individual or group which is offensive, abusive, racist, sexist, degrading or malicious. This includes but is not limited to:

- i. Written or verbal abuse, threats or outbursts
- ii. The display of visual material which is offensive or which one ought to know is offensive in the circumstances
- iii. Unwelcome remarks, jokes, comments, innuendos or taunts
- iv. Leering or other suggestive or obscene gestures
- v. Condescending or patronizing behavior which is intended to undermine self-esteem, diminish performance or adversely affect working conditions

- vi. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
- vii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
- viii. Unwelcome sexual flirtations, advances, requests, or invitations
- ix. Physical or sexual assault
- x. Behaviors such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment
- xi. Retaliation or threats of retaliation against an individual who reports harassment to the SSSC

***Sexual Harassment*** is defined as unwelcome sexual comments or sexual advances, requests for sexual favors, or conduct of a sexual nature. These include, but are not limited to:

- i. Sexist jokes
- ii. Display of sexually offensive material
- iii. Sexually degrading words used to describe a person
- iv. Inquiries or comments about a person's sex life
- v. Unwelcome sexual flirtations, advances or propositions
- vi. Persistent unwanted contact

### **3. Application**

This Code applies to conduct that may arise during the course of SSSC business, activities, and events.

This Code also applies to the conduct of Individuals that may occur outside of the SSSC's business, activities, and events, when such conduct adversely affects relationships within the SSSC (and its work and environment) and is detrimental to the image and reputation of the SSSC. Such applicability will be made by the SSSC Board in its sole discretion.

#### **4. Responsibilities**

All Individuals have a responsibility to maintain and enhance the dignity and self-esteem of SSSC members and other individuals by:

- a. Demonstrating respect to individuals regardless of physical characteristics, ability, gender, ancestry, colour, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability or economic status
- b. Focusing comments or criticism appropriately and refraining from public criticism of Facilitators, Volunteers, Employees and Members
- c. Acting, when appropriate, to prevent or correct practices that are unjustly discriminatory
- d. Consistently treating individuals fairly and reasonably.
- e. Refraining from any behavior that constitutes harassment.
- f. Respecting the property of others and not willfully causing damage

#### **5. Board Members and Staff**

In addition to Section 4 of the SSSC Code of Conduct, Board Members and Staff will:

- a. Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of SSSC business.
- b. Ensure that the financial affairs of the SSSC are conducted in a responsible and transparent manner with due regard for fiduciary responsibilities.
- c. Conduct themselves professionally, lawfully, and in good faith in the best interests of the SSSC
- d. Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward or fear of criticism.
- e. Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate and honest in all dealings with others.
- f. Keep informed about the activities of the SSSC.
- g. Exercise the degree of care, diligence and skill required in the performance of their duties.
- h. Respect the confidentiality appropriate to issues of a sensitive nature.
- i. Give all Members of the Centre sufficient opportunity to express opinions and suggest programs. All opinions are to be given due consideration.
- j. Respect the decisions of the majority and if unable to do so, resign.

- k. Commit the time to attend meetings and to be diligent in preparation for, and participation in, discussions at such meetings.
- l. Have a thorough knowledge and understanding of all SSSC governance documents.
- m. Conform to the By-laws and policies approved by the SSSC, in particular this Code of Conduct and the Conflict of Interest Policy. Failure to do so may result in disciplinary action. (See *Discipline Procedures – Infractions and Sanctions* document.)