



Activities for the 50+

CODE OF CONDUCT

STEPPING STONE SENIOR CENTRE- CODE OF CONDUCT

Definitions

1. The following terms have these meanings in this Code:

- a) *“Individuals”* – All categories of membership defined in SSSC’s membership guidelines, as well as, all individuals engaged in activities with the SSSC, including but not limited to, volunteers, facilitators, student interns, administrators, directors and officers of the FRC.
- b) SSSC– Stepping Stone Senior Centre, hereafter noted as SSSC

Purpose

2. The purpose of this Code of Conduct ("Code") is to ensure a safe and positive environment (within SSSC 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 in section 3 of this Code.

3. 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, excellence, accessibility, innovation, and respect.

4. Conduct that violates this Code may be subject to sanctions pursuant to the SSSC’s Discipline and Complaints Policy.

Application of this Code

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

6. This Code also applies to the conduct of Individuals that may occur outside of the SSSC’s business, activities, events, and meetings 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 in its sole discretion.

Responsibilities

7. All Individuals have a responsibility to:

- a) Maintain and enhance the dignity and self-esteem of SSSC members and other Individuals by:
 - i. 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
 - ii. Focusing comments or criticism appropriately and avoiding public criticism of facilitators, volunteers, employees and members
 - iii. Acting, when appropriate, to prevent or correct practices that are unjustly discriminatory;
 - iv. Consistently treating individuals fairly and reasonably
- b) Refrain from any behavior that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading, or malicious. Types of behavior that constitute harassment include, but are 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, innuendo 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
 - viii. Physical or sexual assault
- 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
- x Retaliation or threats of retaliation against an individual who reports harassment to the SSSC

c) Refrain from any behavior that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favors, or conduct of a sexual nature. Types of behavior that constitute sexual harassment 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

d) Respect the property of others and not willfully cause damage

Board/Committee Members and Staff

8. In addition to paragraph 7 of the SSSC Code of Conduct (above), Board and Committee Members and Staff will:
- a) Function primarily as a member of the board and/or committee(s) of the SSSC; not as a member of any other particular member or constituency
 - b) Act with honesty and integrity and conduct himself or herself in a manner consistent with the nature and responsibilities of SSSC business and the maintenance of Member confidence
 - c) Ensures that the financial affairs of the SSSC are conducted in a responsible and transparent manner with due regard for his or her fiduciary responsibilities
 - d) Conduct oneself openly, professionally, lawfully and in good faith in the best interests of the SSSC
 - e) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward or fear of criticism
 - f) Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate and honest in all dealings with others
 - g) Keep informed about the activities of the SSSC, and general trends in the sectors in which it operates
 - h) Exercise the degree of care, diligence and skill required in the performance of his or her duties
 - i) Respect the confidentiality appropriate to issues of a sensitive nature

- j) Ensure that all Members are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight
- k) Respect the decisions of the majority and if unable to do so resign or be removed by the majority
- l) Commit the time to attend meetings and to be diligent in preparation for, and participation in, discussions at such meetings
- m) Have a thorough knowledge and understanding of all SSSC governance documents
- n) Conforms to the bylaws and policies approved by the SSSC, in particular this Code of Conduct as well as, for Directors, the Conflict-of-Interest Policy and Confidentiality Agreement.

I have read and understand the statements in the SSSC Policy and agree to adhere to the policies laid out in this document.

Name (print) _____

Signature _____ Date _____

