

Code of Conduct

Overview

MSCCA's Code of Conduct policy outlines our expectations regarding society members' behavior towards their colleagues, board, and overall organization. We promote freedom of expression and open communication. On the other hand, we expect all members to follow our code of conduct carefully.

MSCCA's values/commitments

Our organization respects and follows the spirit of the Ontario Human Rights Code (<https://www.ohrc.on.ca/en/ontario-human-rights-code>), and ALL members/volunteers MUST do so too. We support and protect the dignity and worth of everyone. We provide equal rights and opportunities for all members and volunteers. We do not tolerate harassment or unwelcome comments and actions. MSCCA won't allow any kind of discriminatory behavior, harassment, or victimization under any circumstances. MSCCA strives with full efforts to create a safe, fair, and healthy environment to ensure its non-profit objectives are granted to support the community in all aspects. We will not be lenient with any member who does not abide by this document, and our procedures will be very decisive and strict.

1. Purpose

The purpose of this document is to guide for members to abide by it, likewise, prompt actions/steps will be taken if it is breached.

2. Scope

This policy applies to MSCCA's members regardless of their age, gender, or color. **All** members must adhere to this policy including board members

3. Policy Statements

3.1 Respect

- 3.1.1 All members must respect and listen to their colleague's points of view
- 3.1.2 All members must respect the confidentiality of information received during meetings and activities
- 3.1.3 All members must NOT harass, bully, or discriminate against colleagues or/and under any circumstances
- 3.1.4 All members must act ethically, with honesty and integrity, in the best interests of MSCCA at all times
- 3.1.5 All members must respect the confidentiality and privacy of all information as it pertains to individuals

3.2 Protection organization's property

- 3.2.1 All members should treat our organization's property, whether material or intangible, with respect and care, and they shouldn't speak on behalf of the organization unless designated by the President/ Board.
- 3.2.2 All members shouldn't misuse the organization's equipment or use it frivolously.
- 3.2.3 All members should respect all kinds of incorporeal property. This includes trademarks, copyright, and other property (information, reports, etc.) Members should use them only to complete their job duties.
- 3.2.4 All members should protect the organization's facilities and other material property.

3.3 Board and Members

All members should fulfill their responsibilities/tasks with integrity and respect toward colleagues and the community. Supervisors mustn't abuse their authority. We expect them to delegate duties to their team members considering their competencies and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and promptly. The board may give recognition to others who contribute to the success of the group and its activities. Not disclose official information or documents acquired through membership of the board, other than as required by law or were agreed by decision of the board

3.5 Collaboration

Members should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

3.6 Communication

All members must be open to communication with their colleagues, supervisors, or team members. Should there be any questions regarding the Code the President should be consulted.

Disciplinary actions

MSCCA won't allow any kind of discriminatory behavior, harassment, or victimization under any circumstances at all times. Therefore, MSCCA may have to take disciplinary action(s) against the member(s) who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

Possible consequences include:

- Legal reprimand and verbal/written warning.
- Suspension or termination of the membership.
- Prevent participation in any MSCCA activities.
- We may take legal action in cases of corruption, theft, embezzlement, or other unlawful behavior.

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