

Code of Conduct Policy

Policy #: 09

Approved:

Ratified:

Last Reviewed:

Review Schedule: Every four years

Date for Next Review: April 2028

Definitions

- **RPIRG** - the Regina Public Interest Research Group
- **Board** - the Board of Directors of RPIRG
- **Executive Director** - the senior employed employee of RPIRG
- **Directors** - Board members of RPIRG

Purpose

9 -(1) Purpose of Policy

- a. The purpose of this policy is to ensure the ethical and responsible conduct of those representing RPIRG by outlining expectations related to appropriate conduct internally and externally.

Applies to

9 -(2) Application of Policy

- a. This policy applies to:
 - i. RPIRG Directors
 - ii. RPIRG employees
 - iii. RPIRG contractors
 - iv. RPIRG volunteers
 - v. RPIRG members

Guiding Principles

9 -(3) Guiding Principles

- a. The core principles of the Code of Conduct are outlined in the bylaws.

Policy Clauses

9 -(4) Conduct of Directors, Employees, and Volunteers

- a. The Board of Directors, Executive Director, and employees have a responsibility to present themselves with professionalism, integrity, impartiality, and without

prejudice in words and actions. RPIRG is committed to fostering a positive, inclusive, representative, and healthy work environment and campus space, based on its values of integrity, respect and care, accountability, and justice and liberation.

- b. Those representing RPIRG agree to diligently and conscientiously devote their time, attention, and energies to the organization's services and operations as is appropriate for their role and to align their work with the RPIRG's mission, vision, and values.
- c. All Directors, employees, contractors, and volunteers are expected to uphold the values of RPIRG both throughout the course of their duties, and external to the organization.

9 -(5) Conduct of Members

- a. All members who participate in RPIRG programs, services, events, or activities are expected to uphold the values of RPIRG.

9 -(6) Active Participation

- a. Directors are expected to exercise the duties and responsibilities of their positions with integrity, collegiality, and care. This includes:
 - i. attending all Board meetings and providing notice of regrets as soon as possible when unable to attend;
 - ii. reading all documents within the board package and being fully prepared to discuss the issues and business on the agenda;
 - iii. completing agreed upon tasks or providing an update and expected completion date if there is a delay;
 - iv. cooperating with and respecting the opinions of fellow Directors, and leaving personal prejudices out of all board discussions, as well as supporting actions of the board even when the Director personally did not support the action taken;
 - v. putting the interests of the organization above personal interests;
 - vi. following the Anti-Harassment and Discrimination Policy;
 - vii. representing the organization in a positive and supportive manner at all times and in all places;
 - viii. showing respect and courteous conduct in all Board and committee meetings;
 - ix. refraining from intruding on administrative and operational issues that are the responsibility of the Executive Director, except to monitor the results and ensure that procedures are consistent with the Board Policy; and
 - x. observing established lines of communication and directing requests for information or assistance to the Executive Director.
- b. The Executive Director and employees are expected to exercise the duties and responsibilities of their positions with integrity, collegiality, and care. This includes:
 - i. arriving at work fit to work;
 - ii. attending, participating, and showing respect in the workplace;

- iii. following the Anti-Harassment and Discrimination Policy and other relevant university policies;
 - iv. cooperating with and respecting the opinions of fellow employees, and leaving personal prejudices out of all workplace discussions;
 - v. putting the interests of the organization above personal interests; and
 - vi. representing the organization in a positive and supportive manner at all times and in all places.
- c. Members are expected to treat others with dignity. This includes:
- i. not engaging in oppressive or discriminatory behaviour; and
 - ii. encouraging the involvement and participation of like-minded individuals in the activities, programs, and services of RPIRG.

9 -(7) Conduct After Termination or Resignation

- a. Following a board member or employee's termination or resignation, the board member or employee is prohibited from sharing confidential information of any kind. This includes, but is not limited to:
- i. information regarding other Directors' or employees' actions, employment, or membership on the Board.

9 -(8) Reporting

- a. Complaints regarding a breach of the Code of Conduct, including issues of harassment or discrimination, may be brought forward to the Executive Director.
- i. An alternate report may be made to the Board of Directors if the Executive Director is not available or is the alleged party. The Executive Director shall also bring their own complaints to the Board of Directors.
- b. Formal complaints should consist of:
- i. the names of the parties involved;
 - ii. any witnesses to the incident(s);
 - iii. the location and time of the incident(s), if possible;
 - iv. details about the incident (behaviour and/or words used);
 - v. any other information that may be helpful.
- c. Formal complaints that do not include the appropriate information shall still be investigated, but complainants should be notified that the investigation may be hindered by a lack of information.
- d. RPIRG shall not dismiss a complaint for the sole reason that it was submitted anonymously. Any dismissal or refusal to investigate an anonymous complaint must be accompanied by a rationale for dismissing the complaint.

9 -(9) Investigation

- a. Upon receipt of a formal complaint of a breach of the code of conduct, RPIRG shall determine if the breach of code of conduct was made in good faith and requires an investigation.
- b. Upon a decision that the formal complaint was made in good faith, an investigation shall take place according to the bylaws.
- c. The Board may decide to secure an external third-party to conduct an investigation, as per the bylaws.
- d. At a minimum, an investigation must include:

- i. a genuine consideration of the concern(s) brought forward;
- ii. a search for relevant emails, documents, HR notes, meeting notes or other materials, and a review of this material;
- iii. a request for an interview with the complainant (if possible);
- iv. an interview(s) with individual(s) named in the concern or a documented rationale for why an interview is inappropriate; and
- v. a final report, including outcomes and/or determinations.

9 -(10) Outcomes & Results

- a. If an employee is the subject of a complaint, the Executive Director shall determine whether or not the employee should be placed on a leave of absence during the investigation.
 - i. In the event that the Executive Director is the subject of a complaint, the Board shall determine whether or not the Executive Director should be placed on a leave of absence during the investigation.
- b. If a Director is the subject of a complaint, they are encouraged to take a voluntary leave of absence until the investigation is completed.
 - i. In the case where a Director does not choose to voluntarily take a leave of absence, the Board shall decide whether or not to place them on a forced leave of absence. This decision shall be made without the presence of the Director in question, as per the Conflict of Interest Policy.
- c. If a volunteer is the subject of a complaint, they shall temporarily be excused from their volunteer duties until the investigation has been completed.
- d. If a member is the subject of a complaint, they shall be temporarily disinited from RPIRG events or activities, and any existing relationships between the member and RPIRG shall be paused, when possible.
- e. Results and outcomes from an investigation may be identified as per the bylaws.
- f. When identifying outcomes or results stemming from an investigation, RPIRG should take steps to mitigate identified legal risk. RPIRG shall consult a lawyer regarding any outcomes or results stemming from the investigation.
- g. It is the responsibility of the person or committee responsible for handling the complaint to report on the outcome of their investigation. That outcome should be given in writing to both the complainant and respondent. This document should also include any consequences and steps that need to be taken.
- h. It is also the responsibility of the person or committee responsible for handling the complaint to follow up with the complainant. This should happen within 60 days of the end of the investigation.
- i. RPIRG may reinstate individual membership or permission to attend events or activities if they have deemed to be appropriately remorseful, apologetic, have demonstrated actions to that effect, and understand appropriate behaviour moving forward.

9 -(11) Appeals

- a. Appeals of an investigation or outcomes resulting from an investigation may occur as per the process outlined in the bylaws.