



## Members' Code of Conduct

Our Code of Conduct is designed to promote and support shared values: integrity, honesty, trust, compassion, love, kindness, innovation and respect for diversity. Each of us, regardless of position and responsibility, play a vital role in observing the highest standards of conduct in all we do.

All members of the Secular Humanists of Calgary/SHC are obliged to sign this Code of Conduct, and must be familiar with and adhere to them.

### D. Procedural Details

I. Principles members are required to:

- a) Uphold Humanist principles as adopted and communicated by SHC Canada, and promote and support the work of SHC;
- b) Respect all standards regarding the use of SHC's logo and identity and report any observed misuse of these following reporting procedures;
- c) Respect and promote respect for SHC.
- d) At all times, while wearing official insignia or representing SHC in any way, adopt a respectful, secular, humanistic, skeptical and rational perspective.
- e) Endeavour to maintain a public persona and conduct consistent with SHC mission, vision, principles and values
- f) Endeavour to comply with all SHC policies and procedures as issued and communicated by SHC from time-to-time.

### II. General Conduct

Personnel will:

- a) At all times, act with honesty, integrity, diligence and transparency;
- b) Contribute to a positive and healthy environment for all individual and collective members of SHC Humanist Community, including interpersonal respect, appreciation of differences and respect for human dignity;
- c) At all times, maintain a standard of conduct which is in keeping with the policies and procedures of SHC and which is aimed at preventing harm and promoting education and freedom.
- e) Discharge all duties with integrity, observe all instructions and directions from supervisors and strive towards attaining a high standard of responsibility and achievement; work collaboratively and cooperatively with all personnel;
- f) Respect the confidentiality of personal and privileged information;
- g) Abide by the laws of Canada, as well as those of the province, territory and country.
- h) Except with authorization, ensure that actions do not result in financial or other liability for SHC
- i) At no time call into question the peaceful educational objectives of SHC;

- j) Ensure that all commitments are entered into in accordance with SHC by-laws, policies and practices, including all appropriate consultations, tendering and approvals;
- k) Administer with care the funds and supplies entrusted to them and account for such use of funds and supplies;
- l) Not give out any information to media or other external parties, unless within the scope of duties or otherwise authorized to do so.

#### IV. Breaches Regarded as Misconduct:

The following behaviour or actions are considered acts of misconduct:

- a) Action or speech which is humiliating, neglectful, insubordinate, dishonest, threatening, degrading, bullying, exploitive, illegal, bigoted, racist, xenophobic or homophobic/transphobic;
- b) Sexual relationships or activity with vulnerable clients of SCH and to whom a duty of service, education or training is provided or which are based on an unequal power relationship or with a counterpart who can confer benefit.
- c) Intentional misuse of SHC's logo or identity;
- d) Breach of applicable Canadian, foreign national or international law intended for the protection of children or other vulnerable persons;
- e) Exercising any professional activity without valid certification(s);
- f) Engaging in, or being associated with, any business or activity which is, or may be, in conflict with the interests of SHC
- g) Disclosing without authorization, directly or indirectly, to any person or organization, the private affairs of SHC including, but not limited to, trade secrets, supplier lists, or personal information of members, and volunteers.

#### V. Reporting Misconduct:

- a) Members are obliged to contribute to an environment which prevents misconduct and promotes the implementation of appropriate behaviour as defined in this Code of Conduct.
- b) Where any member develop concerns regarding a potential breach by a colleague they/he/she is required to report such concerns to the Executive Director or to the leadership team.
- c) Members reporting a breach are encouraged to put their name to their reports. Anonymous allegations are much less credible, but they will be considered in light of the seriousness of the alleged breach.
- c) The Executive Director (or other official as designated by the leadership team of SHC) is required to investigate any serious alleged or reported breach of the Code of Conduct, complete a report stating the nature of the allegation, how they have dealt with it and any recommendations for changes within SCH; this report will be submitted to the leadership team.

#### VI. Fair Treatment

A reported concern will be handled fairly with respect to any individual named, taking into account the seriousness of the issue raised, the credibility of the information or allegations, and the prospects of an effective investigation.

#### VII. Protection from Retaliation

No one shall be penalized, discharged, suspended, threatened, harassed, or discriminated against for communicating information about a suspected breach of the Code of Conduct. Any act of retaliation by any member or volunteer of SHC will be treated as misconduct. All reports of incidents that are made maliciously, for personal gain, for any ulterior motive or otherwise not in good faith will also be treated as misconduct.

VIII. Confidentiality

All reported concerns will be treated as confidential to the fullest extent permitted by law. Persons are encouraged to give their names with any information they communicate, as this will usually assist in the investigation of the matter disclosed. However, consideration will also be given to information reported anonymously. Information communicated will only be disclosed to those persons who have a need to know in order to properly respond to the reported concern.

E. Fraud and Sexual Exploitation/Abuse or Any Form of Discrimination

Where misconduct involves a potential act or acts of fraud, sexual exploitation or abuse or any form of discrimination whatsoever, personnel have a duty to report the misconduct

G. Disciplinary Action

A breach of the Code of Conduct is subject to disciplinary action in accordance with applicable policies and procedures as approved by the leadership team from time to time. The nature of disciplinary action will take into account harm to the individual, harm to SHC and its reputation, and whether or not there was an unequal power relationship. Disciplinary action includes dismissal, where circumstances warrant.

H. Responsibilities

1. The Executive Director (or other official as designated by the Leadership Team of SHC) is responsible for advising SHC Humanist Community, maintaining, monitoring, and revising this policy.
2. Members of the Leadership Team, and the Executive Director of SHC are responsible for oversight, applying and implementing this policy.

I, the undersigned, have read and understand all the information in the Secular Humanists of Calgary Code of Conduct document and I agree to conduct my activities in accordance with its contents.

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First and Last Name (Print)

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Preferred Pronouns

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Signature

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Witness

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Date

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Date