	BASTION CITY NANAIMO PROBUS CLUB	Policy No. 2019-003 APPROVED: June 12, 2019

TITLE: **CODE OF CONDUCT**

STATEMENT:

1. CLUB MEMBER RESPONSIBILITIES AND DUTIES

1.1 Members of Bastion City Nanaimo Probus Club when exercising their duties and responsibilities as Committee Members, or as Members in general, must:

1.1.1 Act honestly and in good faith, display integrity and meet high ethical standards in all aspects of Probus business.

1.1.2 Deal fairly with others and treat them and their professions or vocations with respect.

1.1.3 Use professional skills and work/life experience to further the objectives of Probus.

1.1.4 Refrain from inappropriate behavior including bullying and human rights infractions.

1.1.5 Act in the best interests of Probus.

1.1.6 Comply with all statutes and regulations that affect Probus.

2. HARASSMENT

2.1 Personal harassment or bullying has no place in a Probus Club as it not only harms individuals but also undermines the well-being of the Members as a whole. Objectionable and hostile behavior, verbal abuse, insults or the threat of physical harm create an intimidating environment and will not be tolerated.

3. DISCRIMINATION

3.1 Discrimination, whether intentional or unintentional, refers to differential and unfair treatment of individuals or groups based on prejudice, ignorance, fear or stereotypes. It is unfair because it imposes burdens on, or denies opportunities to, individuals and groups without just cause. B.C.'s Human Rights Code (2016) prohibits discrimination on the following grounds:

a) Race;
b) Colour;
c) Ancestry;
d) Place of Origin;
e) Political Belief;
f) Religion;
g) Marital Status;
h) Family Status;
i) Physical Disability;
j) Mental Disability;
k) Sex;
l) Gender Identity or Expression;
m) Sexual Orientation;
n) Age;
o) Criminal Conviction;
p) Lawful Source of Income;
q) Retaliation.

4. CONFLICT OF INTEREST

4.1 A conflict of interest arises when an individual's personal interest conflicts with the interest of Probus.

4.2 If an individual has a conflict or is perceived to have a conflict then it is incumbent on that person to refrain from participating in all discussions, decisions and votes concerning the issue in question. In some circumstances it may be necessary for persons in conflict to absent themselves from the meeting for the time the issue is being dealt with.

4.3 Disclosure may be made orally at a meeting where the issue is scheduled to be discussed or may be made in private to the Meeting Chair.

5. COMPLAINTS

5.1 It is incumbent on Probus to be fair to all concerned in hearing and responding to all complaints.

5.2 if a Member has a complaint about a Club policy, plan, or practice that cannot be dealt with in an open discussion with the Membership, then the complainant (the person making the complaint) has a right to have that complaint heard and discussed in a meeting with the Management Committee.

5.3 If a complainant raises a concern he or she has regarding the actions of another person (the respondent) which the two parties cannot resolve, the complainant may bring the complaint to the President.

5.4 The President may choose to hear the complaint or to refer it to another Member of the Management Committee. The name of the complainant and the name of the respondent shall only be shared on a "need to know" basis.

5.5 The respondent to the complaint has a right to hear the full allegation and to respond to it.

5.6 The respondent may also choose to meet with a Member of the Management Committee, to make his/her response and address his/her concerns.

5.7 In circumstances where the complaint identifies egregious comment or conduct from another Member, the resolution process may involve an investigation or other means of seeking resolution. The names of the complainant and respondent may only be shared on a "need to know" basis. Every attempt will be made to keep the identities of the complainant and respondent, and the nature of the complaint from becoming known to the membership.

5.8 If the complaint concerns a respondent who is the President, then the complainant may speak to another Member of the Management Committee. The person who receives the complaint may seek confidential advice from other Members of the Management Committee.

5.9 If the Management Committee Members not mentioned in the complaint believe that the issue is sufficiently serious to warrant an investigation then the Committee may take steps to do so. The Committee may seek professional advice.

5.10 The complainant and the respondent will be advised of the process undertaken to address the complaint as well as whatever resolution is forthcoming.