

**Students' Union of St. Thomas University, Inc. Policy Manual
OP4 - Code of Conduct**

Amended on September 19th, 2021 - 1st Meeting of the 48th SRC.

Part I – Code of Conducts

S.1. The Code of Conduct shall ensure that the Students' Representative Council and employees of the Students' Union conduct themselves in a fair, productive, professional and courteous manner. The Students' Union encourages the values of acceptance, self-determination, individuality, respect, and cooperating in serving the membership of the Union.

S.2. Purpose of the Code of Conduct:

(a) The purpose of this Code of Conduct is to guide and enhance the duties of all members of the SRC in a positive and productive manner, and to ensure that all Union related activities are carried out with respect and integrity.

(b) This Code of Conduct also serves as a document which can be used to answer questions related to decision-making by the elected and appointed members of the SRC, thus promoting good governance.

(c) The Code of Conduct will enhance the accountability of the Union as a whole, as it outlines specific standards of behaviour which allows the elected and appointed officials of the Union to be held accountable by the student body as a whole.

(d) The Code of Conduct will ensure that all Students Union' related activities are carried out in an efficient and professional manner, thus adding to the accountability of the Union as a whole.

S.3. The following persons shall be subject to the Code of Conduct:

(a) all members of the Students' Representative Council

(b) all employees of the Students' Union;

(c) all members of Committees of the SRC; and

(d) volunteers of Union activities and services, including, but not limited to, Welcome Week, the Help Desk, and social activities, as determined by the SRC

(e) all individuals affiliated with the Students' Union determined by the Students' Union Governing documents.

S.4. The following occasions and places shall fall under the jurisdiction of this Code of

Conduct: (a) meetings of the SRC;

(b) meetings of Committees of the SRC;

(c) activities and events of the Union or funded by the Students' Union;

(d) conferences and events where members of the SRC or employees of the Union are representatives of the Students' Union;

(e) any other occasion or place where the business of the Union is the purpose of gathering; (f) all methods of electronic media;

(g) when an Employee or Representative of the Students' Union interacts with general members of the Students' Union in a way that is required by their position;

(h) when formally or informally meeting with University Staff, Faculty or Government Officials; and

(i) When making specific financial or administrative decisions by virtue of the representative's position;

(j) when communicating with media as a representative of the Students' Union.

S.5. The Vice President Administration shall be charged with the enforcement of this Code of Conduct.

S.6. Complaints regarding members of the SRC or employees of the Union shall be addressed to the Vice President Administration.

S.7. Complaints regarding the Vice President Administration shall be addressed to the President.

S.8. The Human Resources Committee shall review all complaints and decide on the proper enforcement of the Code of Conduct, mindful of the status of the individual as a member of the SRC or as an employee of the Union.

S.9. If a member of the Human Resources Committee is the subject of a complaint under the Code of Conduct, they shall be excused from the committee and subject to the grievance process as outlined by the Code.

S.10. The Vice President Administration shall meet with the subject of the complaint in person, and inform them of the complaint in writing. The subject shall be asked to sign, indicating receipt and understanding of the complaint.

S.11. The Human Resources Committee shall prescribe the proper forms to be utilized in enforcing the Code of Conduct.

S.12. Code of Conduct:

- (a) all members and employees shall treat each other with respect and dignity;
- (b) all members and employees shall be mindful of their remarks concerning other members and employees, or other members and employees' opinions;
- (c) all members and employees shall be respectful of others' backgrounds, on the basis of race, religion, culture, disability, gender, age, sexual orientation, and any other category of discrimination;
- (d) severe and persistent harassment or discrimination shall be grounds for an immediate notice of motion of removal, in the case of a member of the SRC, or immediate termination of employment and dismissal, in the case of an employee of the Students' Union;
- (e) harassment or discrimination to any extent shall be grounds for the imposition of a sanction deemed sufficient by the Human Resources Committee;
- (f) no employee or member shall assault a person sexually, threaten another person with sexual assault or commit an act of sexual harassment;
- (g) no employee or member shall assault another person, threaten another person with bodily harm or make another person fear bodily harm;
- (h) no employee or member shall engage in conduct that threatens or endangers the health or wellbeing of another person;
- (i) no employee or member shall unnecessarily create a condition that endangers the well being, health or safety of another member of the Students' Union;
- (j) no employee or member shall encourage, coerce, incite or entice another person into committing an act which would humiliate or demean that person or any other person;
- (k) no employee or member shall defame or attempt to defame the character of another member of the SRC as to lower them in the esteem of right-thinking members of society;

(l) no employee or member of the Students' Union shall video, take pictures or audio record another member without their consent and disseminate such content knowing that it might cause injury or distress;

(m) no employee or member of the Students' Union shall support hostile or harassing behaviour through mediums including but not limited to the use of an electronic device, mail, print media, social media, instant message and email

(n) no employee or representative shall engage in acts of dishonesty including but not limited

to: Knowingly providing false information to any member of the Students' Union, forgery alteration, the misuse of any official Students' Union documents or information or the impersonation of another member for the purpose of fraud ;

(o) no employee or representative shall take action that can be reasonably said to put the reputation of the Students' Union into dispute;

(p) intoxication, whether by alcohol, narcotics, or other substances, shall not be tolerated at non-alcoholic Students' Union events;

(q) Intoxication, as set forth in the above paragraph, shall not be tolerated at meetings of the SRC, and shall be grounds for an immediate notice of motion of removal, in the case of a member of the SRC, or immediate termination of employment and dismissal, in the case of an employee of the Students' Union;

(r) all members of the SRC shall attend each regular and special meeting of the SRC, and each regular and special meeting of the Committees to which they are assigned, unless regrets have been submitted in a fashion acceptable to the Vice President Administration, in the case of the SRC, or the Chair of the Committee, in the case of Committees of the SRC;

(s) all members and employees shall remain mindful of their position and the prominence associated with membership in the SRC or employment by the Union, and shall be mindful of their public image, and shall be encouraged to participate and volunteer beyond their regularly paid or mandated service to the Students' Union; and

(t) this Code of Conduct empowers the Human Resources Committee to conclude that a breach of conduct has occurred when actions are in contradiction to the guiding principles of this policy even if they are not specifically stated in the above sections.

Part II - Conflict of Interest

S.1. A conflict of interest exists when a representative of the Student Unions' interests

are in direct conflict with their duty to act in the best interest of the Students' Union, thereby creating a risk that their decision-making will be influenced by a potential benefit to themselves or a directly associated person.

S.2. These interests can include up to but are not limited to direct personal interests, the interests of family, friends, or acquaintances, or any organizations or businesses the representative is implicitly or explicitly associated with.

S.3. A Students' Union representative must disclose any perceived or potential conflict of interests so that proper steps can be taken to mitigate the outcome of the situation.

S.4. Once a conflict of interest is disclosed by a particular representative, Council must participate in a discussion on whether the individual should be permitted to be involved in the decision making on a particular matter.

S.5. The decision to allow or to not allow a particular representative to engage in the decision making process on a particular matter shall be decided by the majority vote of the SRC. S.6. If an individual is deemed to have a conflict of interest, they shall be allowed to remain in the room to overhear discussion on the matter, but cannot vote on anything related to the conflicted matter.

S.7. If a conflict of interest is brought up after a particular vote has already happened, the SRC shall then decide if the conflict of interest is legitimate, and then shall re-vote on the matter without the representative with the conflict of interest.

Part III - Confidentiality

S.1. Representatives of the Students' Union shall maintain strict standards of confidentiality in relation to certain Union related matters. These matters are but are not limited to;

(a) The disclosing of appropriate levels of information at appropriate times to maintain both confidentiality levels while also promoting transparency;

(b) Respecting the privacy of in-camera meetings;

(c) Safeguarding specific legal information in relation the Students' Union;

(d) Maintaining the confidentiality of certain matters such as investigations or policy changes that have not yet been made public until they have concluded;

(e) Refrain from using private or confidential information for personal gain or benefit in any way.

S.2. Maintaining the highest standards of confidentiality on certain matters shall apply to all Students' Union organizations, including committees and sub-committees.

Part IV - Code of Conduct Sanctions

S.1. The following sanctions may be imposed upon a person found in violation of this Code of Conduct:

- (a) Warning: Written notice given to the person informing them that they are violating or have violated the code of conduct and should refrain from engaging in such conduct and cease to engage in such behavior in the future;
- (b) Conditions: The individual will be required to meet specific conditions deemed acceptable by the Human Resources Committee in order to keep their position on the SRC;
- (c) Suspension: The individual will be temporarily removed from the SRC for a time deemed acceptable by the Human Resources Committee; and
- (d) Removal: The individual will be removed from the SRC following the guidelines established in Chapter V, Article 3 of the By-Laws.

S.2. The Human Resources Committee has the discretion to recommend any of the aforementioned sanctions to the SRC in which there shall be a vote on the matter.

S.3. Employees shall not be subjected to the sanctions under this article, as situation involving disciplinary actions for employees shall be determined by the Collective Agreement.