**CJB Code of Conduct**

Local, Provincial and Federal Governments have established a number of guidelines related to codes of conduct. As we have all seen during the past several years, having an established Code of Conduct is vital to business, governments and volunteer organizations.

The Colonel John Butler Branch of UELAC wants to provide a harassment-free environment for its volunteers and members. Mutual respect, along with cooperation and understanding, must be the basis of interaction between members of the Executive (including Chairpersons) and general members.

The Colonel John Butler Branch of UELAC will neither tolerate nor condone behaviour that is likely to undermine the dignity or self-esteem of an individual, or create an intimidating, hostile or an offensive environment. This includes verbal harassment, whether in verbal or written form, racial harassment, in verbal or written form and sexual harassment, in verbal or written form, as well as any unwanted physical contact. Written form includes physical written form on paper, or communications sent electronically.

1. Executive and general members shall express their opinions, unencumbered, **but** always with the underlying goal of flexibility, remaining open to differing points of view.
2. All Executive and general members shall work with and respect the opinions of others, leaving personal prejudices out of all discussions, as well as any written and/or electronic communication.
3. Executive and general members shall observe parliamentary procedures and display courteous conduct toward each other in all Executive and general meetings.
4. Members of the Executive and Chairpersons shall exercise the duties and responsibilities of their positions with integrity and collegiality.
5. Although conflict may occur from time to time, it is incumbent upon all parties to ensure that every effort is made to resolve the issue in a respectful manner.
6. Executive members shall treat Executive meeting discussions as a "safe haven" and
   1. Shall not repeat any discussions concerning the Executive business and practices unless it is part of an authorized formal report;
   2. Shall not repeat any discussions of a personal nature outside of the meetings.
7. Executive and general members shall not, in the context of the UELAC’s business and practices, make comments to the media or make themselves available for interviews by the media on behalf of the UELAC without prior written approval of the UELAC Executive.
8. Executive and general members must adhere to the standards prescribed by this Code of Conduct, any applicable Conflict of Interest Policy, as well as the By-Law and Policies of the UELAC.
9. General members shall report any breaches or potential breaches of this Code of Conduct to a member of the Executive. If the report relates to a member of the Executive, the report will be made by the member directly to Branch President.
10. Where a report, as described in 9 above, has been received by a member of the Executive they will forthwith advise the Branch President and no action will be taken except as voted on by the Executive.
11. Every effort will be made to resolve a breach of the Code of Conduct, however in the most serious of incidents or upon repeated reports the member (whether Executive or general) may be requested to resign.
12. Upon accepting an appointment as a member of the Executive or as a Chairperson, the individual will be required to confirm in writing that they have read the CJB By-laws and Code of Conduct and accept them as presented. The signature page will be kept on file with the President.
13. Upon resignation or termination at the end of your service, either as a member of the Executive or as a Chairperson, you will continue to maintain confidentiality in perpetuity.

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