



CORKTOWN NEIGHBOURHOOD ASSOCIATION

Appendix B Code of Conduct

Purpose

The Code of Conduct must be adhered to in all discussions, activities and dialogues related to the Corktown Neighbourhood Association, and activities that may impact Corktown NA work and objectives. Any member of the Corktown NA reserves the right to identify behaviour contrary to this framework and bring it to the attention of the executive for immediate discussion. If a member is unsatisfied with the outcome, they can bring it forward at the next scheduled planning team meeting for further discussion.

Principles

1. Take responsibility for our actions.
2. Communicate respectfully online and at meetings.
3. Participate equally in discussion and/or activities, in a way that is respectful, positive, and outcome based.
4. Maintain a space of collaboration, inclusivity, and respect.
5. Challenge practices which marginalize, exclude or dehumanize others.

Communication Guidelines

The following guidelines will help ensure conversations online and in person are conducted in a productive and respectful manner.

1) Maintain positive tone and/or body language

Be aware of how your attitude influences others as well as the effectiveness of the meeting or email. Make thoughtful comments that maintain a positive and constructive dialogue.

2) *Stay on topic/make concise statements*

Respect the goals of the meeting by making comments that pertain directly to objectives addressed in the agenda. Evaluate your comments as to whether they assist or divert the direction of the meeting.

3) *Check your privilege*

We all come with relative societal privileges and oppressions based, in part, on our experiences with race, gender, and class. Be aware of how this affects what you say and what you do.

4) *Give space and listen actively*

Notice how much you raise your hand and/or speak. Be aware of others who have not spoken and the environment in which they would feel comfortable to do so. If you aren't speaking but have something to add, assert yourself with the understanding that your comment will be heard and respected. Don't simply wait for your turn to talk, listen actively to all speakers.

5) *No offense/defense*

Meetings are not about winners and losers nor personal attacks. Offensive and defensive behavior and accusations detract from the objectives of the meeting.

6) *Respect the role of the facilitator*

Help the facilitator make the meeting effective. Allow the facilitator to exercise organizational control to better the outcome of the meeting and honour the groups time and schedule. It is not a personal attack when the facilitator fails to put you on deck in the correct order.

7) *Maintain a spirit of collaboration*

These meetings would not happen if the people in them weren't committed to similar ideas and held similar values. Keep in mind that this is a joint effort that requires a healthy, positive, give-take atmosphere. Meetings must be productive in order to leave with specific plans that result in achievement and progress.

Executive Conflict of Interest (COI) Policy

- A conflict of interest is a situation where a reasonable person would consider an executive member to have an interest that may conflict with the member's ability to act in good faith and in the best interest of the Corktown NA.
- Conflicts of interest include participation in the NA strictly for personal gain or benefit, or for the gain or benefit of a particular interest group or cause.
- Conflicts of interest arise whenever the financial or personal interests of an executive member are, or appear to be, inconsistent or at odds with the Corktown NA's mission, vision and values. An appearance of a conflict of interest exists when a member is

observed, reported to be, or otherwise perceived as engaging in speech or activity considered to be in conflict with said established values, or goals of the Corktown NA.

- All members of the executive team must make a timely and full disclosure in any situation where they have a conflict of interest or an appearance of a conflict of interest.
- Executive members cannot be a nominated or elected municipal, provincial or federal official. If an executive intends to run for elected office, it must be declared in a timely manner to the executive team.

Executive Expulsion Policy

If an executive member is deemed to be acting in an unacceptable manner by the executive, attempts will be made to address and rectify the issue including conflict mediation. These steps must be documented for future reference. As a last measure, the executive can request the member resign by a 75% vote.