



Cowichan Neighbourhood House Association
Box 457, 9806 Willow St.
Chemainus, BC, V0R 1K0
Phone/ Fax: (250) 246-3203
info@cnha.ca www.cnha.ca

CODE OF CONDUCT

Approved: 8 November 2022

Adapted from the British Columbia Humanist Association

The Cowichan Neighbourhood House Association (CNHA) is committed to providing an open and welcoming community that respects every member's personal integrity and reasonable participation. CNHA activities, whether organized or informal, should be fun, friendly and informative.

1. This policy covers all staff and volunteers in the performance of their duties and members' interactions with staff and volunteers. It also covers conduct by persons attending CNHA-sponsored events or in CNHA-sponsored printed or electronic media or when formally representing CNHA at other venues.
2. The consequences of violation can include but are not limited to loss of membership and participation privileges with CNHA and its hosted and co-hosted activities, as well as with collaborating organizations (at their discretion).
3. The general rule of conduct is friendly interactions without harassment.
4. Discussion and disagreement are encouraged as part of free inquiry, but must not take the form of personal attacks, and must respect each member's right to withdraw from debate and organizers' authority in managing events.
5. When possible, members should give each other the benefit of explaining behaviour found offensive or unwelcome. But explanations do not redeem violations, and those asked to stop any prohibited conduct — non-consensual or harassing — are expected to comply immediately.
6. Prohibited conduct may include but is not limited to:
 - harassment¹ related to gender, gender identity, gender expression, sexual orientation, disability, physical appearance, body size, race, age, ancestry, nationality, familial status, marital status, military status, pregnancy, socioeconomic status, or religion;
 - sexual images or displays in public spaces (except as appropriate to announced presentations or activities);
 - threats, abuse, or deliberate intimidation;
 - stalking;
 - harassing photography or recording;
 - sustained disruption of talks or other events;
 - inappropriate physical contact;
 - unwelcome sexual attention; or
 - any form of unwanted attention initiated or continued without reasonable grounds for mutual interest or consent.

¹ 1 Harassment, as defined by the Part II of the *Canada Labour Code*, means “any action, conduct or comment, including of a sexual nature, that can reasonably be expected to cause offence, humiliation or other physical or psychological injury or illness to an employee, including any prescribed action, conduct or comment.” See <https://www.canada.ca/en/employment-social-development/programs/workplace-health-safety/harassment-violence-prevention.html#definition>



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7. In addition to the above prohibited conduct, as a registered Canadian charity, we are required to remove any partisan comments on our social media platforms that endorse or oppose a politician or political party.
8. In general, members and volunteers should seek explicit consent prior to directly messaging another member or volunteer unless sender and recipient already know each other personally or it is an appropriate continuation of an CNHA conversation or activity.
9. Promotion of other organizations and/or distribution of any promotional materials at a CNHA event or in any CNHA online forum requires prior approval from an CNHA board or staff member. Please do not promote CNHA at any other organizations without first obtaining approval from that organization.
10. Where video recordings and photographs are used for CNHA publicity or documentation of events, members may request that they not be tagged by name, or that photos and videos be modified to remove them, with no specific justification required.
11. It is incumbent upon all employees, volunteers and members engaged with the CNHA not to condone or tolerate behaviour which constitutes workplace harassment. There is a duty upon all individuals to prevent workplace harassment by discouraging inappropriate activities and reporting all incidents of harassment including when such incidents may be by third parties.
12. The CNHA takes a zero-tolerance approach to any acts of harassment perpetrated against or by employees for any reason. An employee that subjects another person to harassment may be subject to disciplinary action, up to and including immediate termination for just cause.
13. Please report potential offenses to the relevant online or event organizer or to any CNHA board member, staff or coordinator. Organizers may ban offenders from their activity at their sole discretion and shall inform CNHA staff as soon as possible for further action. CNHA staff may at their sole discretion ban offenders from any specific activity or initiate the process to suspend them from membership and future activities. Reports, bans and suspensions procedures shall be recorded and shared with the full CNHA Board within seven days, and be handled at all levels with confidentiality and with anonymity of the complainant preserved unless otherwise agreed. Potential offenses may also be reported by phone (250-246-3203) or email (board@cnha.ca). Such reports must include return contact information.
14. Suspension or expulsion of members will be governed by Article II, Section A, Subsection 7 of the CNHA bylaws.
15. CNHA prohibits retaliation against any staff, volunteer or member who reports or participates in an investigation of a possible violation of this Code, policies or the law.