



Code of Conduct

1. PREAMBLE

- 1.1. Membership and participation in the activities and programs of The Foundation for Student Science and Technology offer many benefits and privileges. At the same time members and participants are expected to fulfil certain responsibilities and obligations, including complying with this Code of Conduct of The Foundation for Student Science and Technology which results in an environment free of abuse and harassment in order to protect Individuals physical and psychological integrity and preserves their dignity.

2. DEFINITIONS

- 2.1. The following terms have these meanings in this Policy:
 - 2.1.1. “Individual(s)” will mean all categories of membership defined in the Foundation for Student Science and Technology Bylaws, as well as all people employed by The Foundation for Student Science and Technology or engaged in programs and events with The Foundation for Student Science and Technology including but not limited to, delegates, alternate delegates, guests, volunteers, staff and members of The Foundation for Student Science and Technology.

3. APPLICATION OF THIS POLICY

- 3.1. This Policy applies to Individuals relating to conduct that may arise during the course of The Foundation for Student Science and Technology’s programs, activities, events, and online.
- 3.2. This Policy applies to conduct that may occur outside of The Foundation for Student Science and Technology’s programs, activities and events, when such conduct adversely affects relationships within The Foundation for Student Science and Technology and/or is detrimental to the image and reputation of The Foundation for Student Science and Technology.

4. POLICY

- 4.1. The Foundation for Student Science and Technology will provide an environment in which all Individuals are treated with respect and free of abuse and harassment. Further, The Foundation for Student Science and Technology supports equal opportunity and prohibits discriminatory practices.



- 4.2. Individuals will conduct themselves in a manner consistent with this Policy. Conduct that violates this code may be subject to sanctions pursuant to The Foundation for Student Science and Technology's **Discipline Policy**¹.
- 4.3. All Individuals have a responsibility to:
- 4.3.1. Maintain and enhance the dignity and self-esteem of other Individuals, members and participants in The Foundation for Student Science and Technology programs and events;
 - 4.3.2. Demonstrate respect for Individuals regardless of body type (i.e., body size, shape, etc.), physical characteristics, gender, ancestry, colour, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, political belief, disability or economic status;
 - 4.3.3. Direct comments or criticism appropriately and avoid public criticism of Individuals;
 - 4.3.4. Demonstrate ethical conduct and practices.
 - 4.3.5. Abstain from the non-medical use of drugs;
 - 4.3.6. Refrain from any behaviour that constitutes harassment, where harassment is defined as comments or conduct, directed towards an Individual or group, which is offensive, abusive, racist, sexist, degrading or malicious. Types of behaviour that constitute harassment include, but are not limited to:
 - 4.3.6.1. Written or oral abuse, threats or outbursts;
 - 4.3.6.2. The display of visual material which is offensive or which one ought to know is offensive;
 - 4.3.6.3. Unwelcome remarks, jokes, comments, innuendos or taunts;
 - 4.3.6.4. Leering or other suggestive or obscene gestures;
 - 4.3.6.5. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
 - 4.3.6.6. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;
 - 4.3.6.7. Any form of hazing or bullying;
 - 4.3.6.8. Coercing another person to act against their will;
 - 4.3.6.9. Stalking;
 - 4.3.6.10. Using force or intimidation;

¹ Until such time that a Discipline Policy is developed and approved by the Board the Executive Director and the Chair will review violations and determine appropriate actions. Those involved may appeal the decision to the full Board for review and final decision.



- 4.3.6.11. Unwanted physical contact including touching, petting, pinching or kissing;
 - 4.3.6.12. Physical assault;
 - 4.3.6.13. Behaviours using intimidation, blackmail, manipulation, lies, tricks, breach of trust, threat, coercion or physiological violence;
 - 4.3.6.14. Behaviours such as those described above that are not directed towards Individuals or groups but have the same effect of creating a negative or hostile environment; or
 - 4.3.6.15. Retaliation or threats of retaliation against an Individual who reports harassment.
- 4.3.7. Refrain from any behaviour that constitutes sexual harassment, defined as unwelcome sexual comments and sexual advances, request for sexual favours, or conduct of a sexual nature. Types of behaviour that constitutes sexual harassment include, but are not limited to:
- 4.3.7.1. Sexist jokes;
 - 4.3.7.2. Unwelcome sexual attitudes or gestures;
 - 4.3.7.3. Display of sexually offensive material;
 - 4.3.7.4. Sexually degrading words;
 - 4.3.7.5. Inquiries or comments about a person's sex life;
 - 4.3.7.6. Unwelcome sexual flirtations, advances or propositions;
 - 4.3.7.7. Persistent unwanted contact; or
 - 4.3.7.8. Sexual assault.
- 4.3.8. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
- 4.3.9. Respect the property of others and not wilfully cause damage.
- 4.3.10. Respect the privacy of others.
- 4.3.11. Refrain from accessing inappropriate online materials, or violating the computer, network, or online account security of others.
- 4.3.12. Adhere to all Federal, Provincial, Municipal or host country laws.
- 4.3.13. Comply at all times with the Bylaws, policies, rules and regulations of The Foundation for Student Science and Technology as adopted and amended from time to time, including complying with any contracts or agreements executed with The Foundation for Student Science and Technology.
- 4.4. In addition to the responsibilities described in Section 4.3, all Individual adults at The Foundation for Student Science and Technology will:



- 4.4.1. Abstain from the use of alcohol and tobacco where minors are present;
- 4.4.2. Ensure that the consumption of alcoholic beverages is reasonable in social situations where minors are not present.
- 4.5. In addition to the responsibilities described in Section 4.3, Delegates, Alternate Delegates and chaperones at The Foundation for Student Science and Technology programs and events will:
 - 4.5.1. Ensure a safe environment at the Foundation for Student Science and Technology programs and events by selecting activities and establishing controls that are suitable for the age, experience and background of the finalists in their charge;
 - 4.5.2. Communicate and cooperate with the parents/guardians of minor students and ensure that parents/guardians are aware of the expectations for their children at the Foundation for Student Science and Technology program or event and the range of consequences for misbehaviour.
 - 4.5.3. Understand the consequences of serious misbehaviour as described in The Foundation for Student Science and Technology policy **Discipline Policy**;

5. MEANS OF COMMUNICATION AND IMPLEMENTATION

- 5.1. The Foundation for Student Science and Technology will develop and provide Individuals participating in or involved with its activities with a Guide to Ethics and Conduct relating to prevention and intervention.
- 5.2. The Board of Directors shall adopt a **Volunteer Recruitment Policy**².
- 5.3. The Board of Directors shall ensure that the clauses applicable to this policy are integrated into the **Employee Recruitment Policy**³.
- 5.4. The Board of Directors is responsible for taking steps to verify the integrity of the Executive Director and for implementing an effective selection process. The Executive Director shall be responsible for verification of the integrity of all other employees and for implementing an effective selection process.
- 5.5. The Foundation for Student Science and Technology will disseminate the information contained in this Policy. Specifically, The Foundation for Student Science and Technology will be responsible for the following:
 - 5.5.1. Informing all Individuals of the existence and contents of this Policy;
 - 5.5.2. Ensure that the procedures for recruiting and hiring employees and volunteers is in compliance with this Policy;

² To be developed and approved by the Board.

³ To be developed and approved by the Board.



- 5.5.3. Raise the awareness of all The Foundation for Student Science and Technology volunteers and employees of the issue of abuse and harassment, as well as the procedure indicated in this Policy;
- 5.5.4. Receiving complaints from persons, or their representatives, who feel they are victims of abuse or harassment;
- 5.5.5. Acting quickly to stop any instances of either abuse or harassment;
- 5.5.6. Should the nature of the act deem it necessary, submitting all complaints to the police;
- 5.5.7. Reviewing the conditions of the policy periodically in order to ensure that it complies adequately with the legal obligations and objectives of The Foundation for Student Science and Technology.

Policy Section:	Ethical Conduct
Approved by:	Board, Members
Date Approved:	Friday, December 12, 2014
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