



Ethical Behaviour and Complaints

1. Policy

- 1.1. The Foundation for Student Science and Technology expects highly ethical behaviour from all staff and volunteers working for and on its behalf. This behaviour expectation is described in The Foundation for Student Science and Technology policies, such as those in the Ethical Conduct, section of our policies, available on our [website](#). We expect similar behaviour from the individuals, groups and companies we contract for services as agents of The Foundation for Student Science and Technology, including those involved in fundraising.

2. Procedure

- 2.1. Should an individual or group have evidence that a Foundation for Student Science and Technology employee, volunteer or contracted agent involved in any activity, including fundraising, has broken the law or used illegal means to solicit or obtain funds, we urge the individual or group to contact the police.
- 2.2. Should an individual or group have evidence that a Foundation for Student Science and Technology employee, volunteer or contracted agent involved in any activity, including fundraising, has used inappropriate tactics, abuse, harassment or unethical means, the following process shall be used:
 - 2.2.1. Contact the Executive Director of The Foundation for Student Science and Technology.
 - 2.2.2. The Executive Director and this process will respect the rights of the perceived injured party and the alleged perpetrator, including the right to confidentiality.
 - 2.2.3. The Executive Director will inform the Board that the processes prescribed in this policy are being followed.
 - 2.2.4. The Executive Director will contact the complainant to ascertain:
 - 2.2.4.1. The actions that resulted in the complaint.
 - 2.2.4.2. Which agent or agency was involved and, if possible, names of individuals involved.
 - 2.2.4.3. Gather anecdotal and documentary evidence pertaining to the complaint.
 - 2.2.5. The Executive Director will determine a course of action and will execute that course of action to:
 - 2.2.5.1. Determine the facts related to the complaint.
 - 2.2.5.2. Make a determination if a potential remedy is within the mandate of his or her role or if an outside authority (police, legal) should be involved. If the



complaint is referred to an outside authority, all internal research and investigations shall cease unless instructed or requested to proceed by the referred authority.

- 2.2.5.3. If the remedy falls within the mandate of the Executive Director, he/she shall determine a method and process to resolve the situation on behalf of The Foundation for Student Science and Technology.
- 2.2.6. Respond to the complainant in writing describing the processes followed and resolution of the complaint.
- 2.2.7. The Executive Director will notify the Board that the provisions of this policy have been followed and identify whether any follow-up procedure or policy change is recommended.

Policy Section: Ethical Conduct
Approved by: Board, Members
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Contact: Executive Director