



OTTAWA GUITAR SOCIETY SOCIÉTÉ DE GUITARE D'OTTAWA

OGS Code of Conduct

Last review: 2021 03 14

Board approval: 2021 03 14

1. Code of Conduct Statement and Summary

Endeavouring to fulfill its Mission, Vision and Objectives, the OGS commits to providing activities that are underpinned by its Organizational Values. As a safeguard for all involved, the following statement applies to anything and everything relating to the OGS:

All behaviours associated with any OGS activities must align with Mutual Respect and Safety.

Further, any education or performance activities in support of OGS Objectives (Creating opportunities, Formative growth and Community building) must also be demonstrative of any or all of the following: Sharing, Learning, Collaboration and/or Accessibility.

The OGS is a signatory of CHRC's [Code of Conduct for the Performing Arts](#) and adheres to the principles therein for the writing and enactment of this Code of Conduct.

2. Conduct Guidelines

To foster activities that support Sharing, Learning, Collaboration and/or Inclusivity, the OGS prescribes and encourages:

- Demonstrations of artistry and craft;
- Encouragement of others in their quest for improved artistry;
- Open communication;
- Civility towards others;
- Active listening;
- Healthy debate and exchange;
- Constructive criticism;
- Care and mindfulness towards others;
- Respect of others' physical person, needs and space;
- Respect of others' psychological well-being.

To enforce Mutual Respect and Safety, the OGS proscribes:

- Any behaviour, voluntary or involuntary, that could cause harm or prejudice to OGS activities and/or participants;
- Harassment, discrimination and/or violence in any form whatsoever.

3. Application of the Code of Conduct

The Conduct Guidelines apply equally and fairly to all and for all in regards to any person involved in OGS activities, events or meetings.

This includes internal persons:

- OGS Board Members (including Directors of Activities)
- OGS Members and their families
- OGS activity participants (including audiences)
- OGS volunteers

And external persons:

- Season artists/guests
- Venue workers

Further to interpersonal Conduct Guidelines, all internal and external persons are expected to respect any and all personal property and venue facilities.

All non-urgent infractions to the Code must be addressed to the Board of Directors under the guidelines provided in the OGS Compliments, Complaints, Comments and Concerns Policy.

Any situations involving immediate or imminent danger to anyone's safety or well-being should be addressed to emergency services first, to the OGS Board second.

4. Dispute resolution and submission of grievance(s)

The OGS encourages, if and when possible, that disputes be resolved interpersonally between the involved parties.

If and when a dispute cannot be resolved by those involved, parties may seek mediation with the OGS Director of Activities responsible for the event during which the dispute occurred. To be connected with a Director of Activities after the event, request a means of contact by emailing: ottawaguitarsociety@gmail.com or the OGS Secretary or the OGS President (emails below).

If/when in doubt on whom to address or if the dispute or grievance involves an OGS Director of Activities or the OGS President, parties may contact the OGS Secretary by email at: secretaryottawaguitarsociety@gmail.com.

If a dispute or grievance involves the OGS Secretary or the OGS Treasurer, parties may contact the OGS President at: presidentottawaguitarsociety@gmail.com.

For recommendations on how to communicate/formulate disputes or grievances, please refer to the OGS Compliments, Complaints, Comments and Concerns Policy.

All complaints involving allegations of harassment, discrimination, violence or other severe misconduct disputes or grievances will be shared with the OGS Board Executives (Treasurer, Secretary and President) while respecting confidentiality and avoiding potential conflicts of interest. E.g., a complaint of discrimination involving an OGS Board Executive will not be automatically shared with the Executive who is named in the complaint.

5. Enforcement and Sanctions

The OGS Board of Directors is committed to treating and investigating incident reports in a timely, fair, thorough and confidential¹ manner without fear of reprisal.

The OGS Board of Directors, in its sole discretion, may elect to conduct an internal or external investigation.

The OGS Board of Directors, in its sole discretion, may choose the applicable sanctions in accordance to provincial and federal regulations.

Investigation conclusions will be provided – if and when applicable and mindful of applicable confidentiality – in writing to complainants and/or respondents and/or witnesses.

NB: In certain provinces, evolving legal frameworks now include management and by-stander/witness responsibility and liability. Witnesses to infractions of moral and/or criminal nature (including but not limited to harassment, sexual harassment and discrimination) are expected to speak up through appropriate channels and without fear of retaliation or reprisal. Even in the absence of a formal complaint, managers made aware of wrongdoing can be obliged to conduct workplace investigations.

Adherence to the Code of Conduct will allow all parties involved to benefit from each other and the OGS. Infractions to the Code of Conduct may lead to sanctions including, but not limited to, immediate removal of offending parties from activities/events to loss of membership status.

6. Definitions

The following definitions are intended as general references to prevent and eliminate negative behaviours. The OGS is subject to Canadian federal, Ontario provincial and Quebec provincial laws according to applicable organizational, activity or event circumstances.

Harassment

Any conduct or behaviour known or ought to be reasonably known towards another as unwelcome.

Depending on the severity of the behaviour(s), this can include repeated and/or single occurrences.

Sexual Harassment

Any conduct or behaviour involving a sexual or gender component known or ought to be reasonably known towards another as unwelcome.

Depending on the severity of the behaviour(s), this can include repeated and/or single occurrences.

¹ Tomlinson, C. M., & Rubin, J. (2018). Human Resources Guide to Workplace Investigations (2nd ed.). Canada Law Book, p. 47.

OGS Code of Conduct and Anti-Harassment Policy

Discrimination

Any behaviour or prejudice by an individual or group towards another individual or group that creates unfavourable or unequal treatment, particularly in regards - but not limited to - Human Rights protected ground(s).

Bullying

Any behaviour aimed at disempowering another through force, coercion, abuse of power and/or threat.

Violence or abuse

Any behaviour or act (verbal or physical) that can cause harm to another.

Impact vs intent

In all cases: legal frameworks place more and more weight on the **impact** of the behaviour rather than the **intent**.

CHRC's Respectful Workplace²

A respectful workplace is one where all employees are treated fairly, difference is acknowledged and valued, communication is open and civil, conflict is addressed early, and there is a culture of empowerment and cooperation.

Human rights protected grounds

Ontario ³	Québec ⁴
<ul style="list-style-type: none">• Age• Ancestry• Colour• Race• Citizenship• Ethnic origin• Place of origin• Creed• Disability• Family status• Marital status (including single status)• Gender identity, gender expression• Receipt of public assistance (in housing only)• Record of offences (in employment only)• Sex (including pregnancy and breastfeeding)• Sexual orientation.	<ul style="list-style-type: none">• Race• Colour• Sex• Gender identity or expression• Pregnancy• Sexual orientation• Civil status• Age except as provided by law• Religion• Political convictions• Language• Ethnic or national origin• Social condition• A handicap or the use of any means to palliate a handicap.

² Cultural Human Resources Council, Respectful Workplaces in the Arts workshop material, see <http://respectfulartsworkplaces.ca/training-resources-on-harassment>

³ Ontario Human Rights Commission, <http://www.ohrc.on.ca/en/ontario-human-rights-code>, (2021 02 10)

⁴ Government of Quebec, http://legisquebec.gouv.qc.ca/en/showdoc/cs/C-12?langCont=en#ga:l_i-gb:l_i-h1, (2021 02 10)