

## **Code of Conduct**

The Canadian Public Relations Society (CPRS) Toronto Chapter is a member-based organization dedicated to serving members and the public relations industry through the establishment and maintenance of professional standards, education and ethical standards in public relations. To achieve unity and prosperity within the society and for our members, we have mandated this code of conduct to ensure that each volunteer fulfills their assigned roles and responsibilities in a professional manner to ensure a safe, productive and mutually beneficial experience for all. Any volunteer or volunteer committee member who violates this Code is subject to discipline, up to and including removal from the program. Disciplinary action is at the discretion of the sitting President of the society together with at least 2 other executive board members.

I agree to:

1. Always act with fairness, honesty, integrity and openness; respect the opinions of others and treat all with equality and dignity without regard to gender, race, colour, creed, ancestry, place of origin, political beliefs, religion, marital status, disability, age, or sexual orientation.
2. Promote the mission and objectives of CPRS Toronto and by extension, the ethics and values outlined by CPRS National.
3. Provide a positive and valued experience for those receiving service within and outside CPRS Toronto as related to any volunteer work/duties/interactions. I will not engage in behaviours that involve any form of bullying (cyber or in person), internal gossiping or compromise the physical and mental well-being of team mates.
4. Comply with both the letter and spirit of any training or orientation provided to me by CPRS Toronto/National.
5. Adhere to the policies and procedures of CPRS Toronto/National.
6. Take responsibility for my actions and decisions. I will follow reporting lines to facilitate the effective resolution of problems, ensuring that I do not exceed the authority of my position.
7. Refrain from any activities that may pose a conflict of interest. When unsure about any potential for conflict of interest, I will seek clarity and counsel from the appropriate authority to avoid any erroneous acts.
8. Respect and maintain the confidentiality of information gained as a volunteer, including and not limited to all computer software and files, CPRS Toronto internal or business documents and printouts, volunteer, employee, membership, sponsor and supporter records.
9. Adhere to the ZERO TOLERANCE POLICY with respect to Personal/Sexual Harassment. Sexual harassment is any conduct, comment, gesture or contact of a sexual nature that one would find to be unwanted or unwelcome by any individual, or that might, on reasonable grounds, be perceived by that individual as placing a condition of sexual nature on an employment/career development. Personal harassment means any conduct whether verbal or physical that is discriminating in nature, based upon another person's race, colour, ancestry, place of origin, political beliefs, religion, marital status, physical or mental disability, sex, age or sexual orientation. It is discriminatory behaviour, directed at an individual that is unwanted or unwelcome and causes substantial distress in that person and serves no legitimate work-related purpose.

10. Understand that as a volunteer, I am not entitled to payment or any type of compensation for work, services, support rendered in this capacity.