

## **CODE OF CONDUCT AND ETHICS – VOLUNTEER EVENTS**

### **Purpose**

The purpose of this Code of Conduct is to ensure a safe and positive environment at GlobalMedic events by making all individuals aware that there is an expectation of appropriate behaviour, consistent with the values of GlobalMedic, at all times. All volunteers have an obligation to abide by the Code of Conduct and Ethics and in return, volunteers will be treated with respect and have a positive volunteering experience. GlobalMedic strives to provide an environment free of discrimination and harassment. Discriminatory practices based on race, gender, colour, national or ethnic origin, religion, marital status, family status, age or disability will not be tolerated.

Conduct that violates this Code of Conduct and Ethics may be subject to sanctions pursuant to GlobalMedic's policies related to discipline and complaints.

### **Application**

This Policy applies to all volunteers, directors, employees and members of the general public participating in GlobalMedic volunteer events.

### **As a GlobalMedic volunteer, I agree that:**

- I will interact with other volunteers, employees and with members of the public in a professional, courteous, civil, dignified, respectful, fair, and equitable manner.
- I will avoid all situations in which my personal interests' conflict or might seem to be in conflict with my duties to the charity. If there are any situations where such conflicts could be considered to be present, I will disclose this to the Executive Director of GlobalMedic or a staff member of GlobalMedic who I understand will notify the Executive Director.
- I will respect the need for confidentiality with respect to information obtained in the course of volunteering and will not disclose confidential information gained by reason of my position.
- I will not use my volunteer position to influence other volunteers, staff or organizations having dealings with GlobalMedic in order to gain personally.
- I will not be under the influence of, or consume alcohol, cannabis or controlled substances at any time during volunteer activities.

- I will refrain from any behaviour that constitutes harassment, where harassment is defined as comment 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:
  - Physical or verbal abuse, use of profanity, threats or outbursts;
  - The display of visual material which is offensive or which one ought to know is offensive;
  - Unwelcome remarks, jokes, comments, innuendos or taunts about a person's looks, body, attire, age, race, religion, sex or sexual orientation, or that cause awkwardness, embarrassment, or negatively affect performance;
  - Leering or other suggestive or obscene gestures;
  - Unwanted physical contact including touching, pinching, kissing or sexual assault;
  - Unwelcome sexual flirtations, advances, requests or invitations;
  - 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
  - Retaliation or threats of retaliation against an individual who reports harassment.
- I understand that the GlobalMedic facility and all other offsite volunteer events are considered "touch-free zones" at all times. Volunteers must refrain from physical contact with all event participants unless explicit permission has been given.
- I will be alert to and report to the Executive Director or a staff member of GlobalMedic who I understand will notify the Executive Director any form of abuse directed at myself or other volunteers from any source.
- In the event that I am found to be in violation of this Code of Conduct and Ethics, I am subject to the Volunteer Discipline Policy and potential sanctions or dismissal, at the discretion of GlobalMedic.

### **Volunteer Discipline Policy**

The purpose of this Discipline Policy is to ensure a safe and positive environment at GlobalMedic events and to address incidents that may occur during them. Conduct that violates the Volunteer Code of Conduct and Ethics (infractions) may be subject to sanctions pursuant to this policy.

All disciplinary situations involving minor or major infractions occurring within the jurisdiction of

GlobalMedic events will be dealt immediately by the appropriate person having authority over the situation and the individual involved (the person in authority may include, but is not restricted to, GlobalMedic staff or the Executive Director). The individual being disciplined will be told the nature of the infraction and will have an opportunity to provide information concerning the incident. Disciplinary sanctions will be for the duration of the event only. Further sanctions, for infractions considered to be major, may be applied but only after further review and investigation of the matter by GlobalMedic management.

Sanctions for minor or major infractions, which may be applied singly or in combination, include, but are not limited to, the following:

- Verbal or written apology;
- Immediate removal from event;
- Official warning;
- Termination from GlobalMedic membership;
- Any other sanction considered appropriate for the offense.

**Approved by:** Executive Director  
**Date Last Approved:** May 12, 2021  
**Originally Approved:** May 27, 2019  
**Last Reviewed:** May 12, 2021