



## The Junction BIA Code of Conduct

**Be patient and courteous.**

**Be inclusive.** We welcome and support people of all backgrounds and identities. This includes but is not limited to members of any sexual orientation, gender identity and expression, race, ethnicity, culture, national origin, social and economic class, educational level, color, immigration status, sex, age, size, family status, political belief, religion, and mental and physical ability.

**Be considerate.** We all depend on each other to produce the best work we can as an Organization. Your decisions will affect members, staff and customers, and you should take those consequences into account when making decisions.

**Be respectful.** We won't all agree all the time, but disagreement is no excuse for disrespectful behavior. We will all experience frustration from time to time, but we cannot allow that frustration to become personal attacks. An environment where people feel uncomfortable or threatened is not a productive or creative one.



**Choose your words carefully.** Always conduct yourself professionally. Be kind to others. Do not insult or put down

others. Harassment and exclusionary behavior aren't acceptable. This includes but is not limited to: - Threats of violence. - Discriminatory jokes and language. - Sharing sexually explicit or violent material via electronic devices or other means. - Personal insults, especially those using racist or sexist terms. - Unwelcome sexual attention. - Advocating for, or encouraging, any of the above behavior.

**Do not harass others.** In general, if someone asks you to stop something, then stop. When we disagree, try to understand why. Differences of opinion and disagreements are mostly unavoidable. What is important is that we resolve disagreements and differing views constructively.

**Our differences can be our strengths.** We can find strength in diversity. Different people have different perspectives on issues, and that can be valuable for solving problems or generating new ideas. Being unable to understand why someone holds a viewpoint doesn't mean that they're wrong. Don't forget that we all make mistakes and blaming each other doesn't get us anywhere.



Instead, focus on resolving issues and learning from mistakes.

In adhering to this Policy, the Board and the Staff of the Junction BIA agree to take the following steps as applicable to identify and address harassment including sexual harassment, discrimination, bullying and violence:

- Enact policies and procedures that maintain zero tolerance for harassment, discrimination, bullying and violence;
- Designate people in the BIA to receive complaints of harassment, discrimination, bullying and violence;
- Provide a timely process for the investigation and resolution of complaints;
- Implement proportional consequences for violations; and
- Protect from retaliation or reprisal those individuals who in good faith allege violations of anti-harassment, discrimination and violence policies and procedures.

The Board and Staff will ensure everyone in the workplace is aware of anti-harassment, discrimination and violence policies and procedures.



The Board and Staff agree to take all applicable steps to quickly address substantiated complaints of workplace harassment including sexual harassment, discrimination and violence. Such steps may include the following:

- Requiring remedial action such as counselling and/or training;
- Disciplinary action including restrictions, suspension or termination of employment and/or membership; or
- Legal action as per applicable laws including human rights legislation.

And to respect the right of The Junction BIA staff, board members, members and non-member participants to a safe environment when working for, or attending or participating in events, meetings or activities hosted or facilitated by, The Junction BIA, free from harassment, abuse or discrimination and, in particular, not to use threatening behaviour towards nor harass any member of The Junction BIA staff or members, invitees, guests or other non-member participants.