



## Hubbards Community Waterfront Association CODE OF CONDUCT

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This Code of Conduct has been developed to assist Hubbards Community Waterfront Association members to understand the standards of conduct and behavior that are expected.

Members include all membership categories listed in the HCWA By-Laws.

The Code of Conduct also applies to employees including any person hired, working for and paid by the HCWA and any contractor hired by the HCWA or by any HCWA member.

### **Conduct**

Members have a duty to promote and support the key principles (as outlined in The Code of Conduct) and to maintain and strengthen the integrity of the HCWA. This means acting ethically and in a respectful manner in a way which considers all others, observing the rights of other people, and treating people with courtesy.

### **Behavior**

Members have a duty to avoid behavior that could constitute an act of disorder, misbehavior, law breaking, discrimination, harassment or any behavior which could bring the HCWA or themselves into disrepute. Above all, members must act in a courteous and respectful manner to each other at all times.

### **HCWA Property and Equipment**

Members and employees have the responsibility to ensure all HCWA equipment and property is used properly, safely, and with respect by themselves or anyone else.

### **Members Guests**

Members are responsible for their guests at all times and ensure that their guest's conduct is in keeping with the HCWA Code of Conduct, rules and regulations.

### **Membership Revoked**

Members in violation of the HCWA Code of Conduct may be at risk of having their membership revoked as outlined in Section 6 of the HCWA By-Laws.



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All matters related to violations of the Hubbards Community Waterfront Association (HCWA) Code of Conduct will be referred to the Conflict Resolution Committee.

The Conflict Resolution Committee is a standing committee of the HCWA, and is defined in Section 11.2.03 of the HCWA By-Laws. Section 11.2.03 reads as follows:

“The Conflict Resolution Committee shall be made up of a minimum of three directors and three members and shall otherwise be governed by the provisions as so stipulated in Section 11.1. The Conflict Resolution Committee shall investigate and deal with all matters arising from:

- directors whom the board has found to be remiss in fulfilling their duties to the Society or where a disputed conflict of interest is perceived to exist.
- complaints about the board, its directors, committees or committee members, society members, employees or contractors whether said complaints are related to misconduct, sexual abuse and/or harassment, mistreatment, discrimination or perceived partiality.”

### **Procedure:**

All complaints relating to violations of the Code of Conduct shall be the responsibility of the Conflict Resolution Committee. Issues related to non-payment of fees, non-compliance with, or non-acceptance of the HCWA Membership Agreement and Terms and Conditions are the sole responsibility of the Board of HCWA.

1. All complaints related to violations of the Code of Conduct must be received by the HCWA Chair in writing. In the event the complaint is concerning the Chair, the complaint shall be directed to the Vice-Chair.
2. Upon receipt of a complaint, the Board of HCWA will convene a Conflict Resolution Committee as identified in Section 11.2.03. The Board shall ensure that all directors and members comprising the Conflict Resolution Committee are impartial and have no personal interest in the complaint being reviewed.
4. The Conflict Resolution Committee may interview individuals involved in the complaint or others identified as having information relevant to the complaint.
5. The Conflict Resolution Committee must provide its findings and recommendations to the Board, in writing within 10 days of receiving the complaint.



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6. The Conflict Resolution Committee may recommend revoking the membership of a member of HCWA based on the nature and severity of the complaint received; the number of complaints received pertaining to a member; or, based on the member's refusal to follow through with a recommended course of action.

### **Appeal Process:**

All HCWA members involved in a Conflict Resolution Process have the right to appeal the findings and recommendations of the Conflict Resolution Committee.

1. All appeal requests must be received by the HCWA Board in writing. In the event the complaint involves a Board Member, that person shall declare a Conflict of Interest and remove themselves from the Appeal Process.
2. Upon receipt of an appeal request, the Board of HCWA will review the complaint.
3. The Board of HCWA may interview individuals involved in the complaint or others identified as having information relevant to the complaint.
4. The HCWA Board must provide its findings and recommendations to the complainant in writing within 10 days of receiving the complaint.
5. The Board of HCWA may revoke the membership of a member of HCWA based on the nature and severity of the complaint received; the number of complaints received pertaining to a member; or, based on the member's refusal to follow through with a recommended course of action.
6. The findings of the Board of HCWA are final.