



VOLUNTEERS' CODE OF CONDUCT

The Scottish Society of Ottawa (SSO) is an incorporated, not-for-profit organization that connects, preserves and promotes Scottish culture and heritage regionally, nationally and internationally through events, communications and education. We celebrate Scottish culture. We are inclusive, passionate, creative, resilient and work with integrity. Above all, we are fun! In keeping with our mission, vision and values, the SSO expects the highest standard of ethical conduct from its Directors and volunteers. As a condition of membership, all agree to adhere to the provisions set out in this Code of Conduct.

General Conduct

Directors and Volunteers will:

1. At all times, act with honesty, integrity, diligence and transparency.
2. Contribute to a positive and healthy environment, including mutual respect, appreciation of differences, and respect for one another's human dignity.
3. Encourage an environment that is free of harassment, discrimination, bullying and violence in all forms.
4. When issues arise, report code of conduct issues in good faith, with the expectation of thorough, timely follow-up, and appropriate measures and/or consequences.
5. Discharge all duties with integrity, observe all instructions and directions when assigned, and strive towards attaining a high standard of professional responsibility and achievement.
6. Respect the confidentiality of personal and privileged information.
7. Abide by the laws of Canada, as well as those of the province, territory and municipality in which they reside and/or operate.
8. Refuse financial or material gifts, or promises of such gifts or advantages, while representing the SSO except with authorization of the Board and in compliance with Bylaws and policy, as may be in place from time to time.
9. Except with authorization, ensure that actions do not result in financial or other liability for the SSO.
10. Administer, with care, the funds and supplies entrusted to them and account for such use of funds and supplies.
11. Refrain from providing any information to the media or other external parties, unless authorized to do so.

REMEDIES

In the event that the Board deems that a member has acted in a manner not in keeping with SSO's Code of Conduct or By-laws, then the Board may take whatever remedies it deems fit, including, but not limited to, suspension or termination of membership/Board privileges or legal action, if appropriate.

POLICY NAME:	Volunteers' Code of Conduct
POLICY NUMBER:	2.0
DATE REVISED:	April 2021
RESPONSIBILITY CENTRE:	Board of Directors
APPENDICES:	
SEE ALSO:	