



New Brunswick Student Alliance Code of Conduct

Preface

This Code of Conduct sets out the required levels of conduct at NBSA (New Brunswick Student Alliance) conferences, official events, and privately organized events during the course of a NBSA conference or official event, as defined henceforth as NBSA Business. All NBSA Business attendees must review and agree to abide by this Code as a condition of attendance at any NBSA Business. Violations of this Code of Conduct will be taken seriously and may result in various repercussions. Repercussions include, but are not limited to, attendee's suspension from the conference without refund, and/or a ban from future attendance at any NBSA Business.

Part 1: Scope

This Code addresses Human Rights standards (i.e. anti-harassment and anti-discrimination standards), alcohol usage standards, and expected standards of conduct for NBSA Business practices. There may also be other standards of conduct/rules (such as the rules of the Host school) with which attendees may be expected to comply. These rules/standards will be brought to attendees' attention prior to the commencement of the NBSA Business.

The NBSA is not liable for delegates' conduct that may occur outside of NBSA Business. Such events may include, without limitation, events privately organized in the course of individuals' attendance at a NBSA Business. By registering for any NBSA conference, the attendee expressly acknowledges this Code of Conduct and accepts that the NBSA bears no responsibility of any kind or any nature in respect of any such conduct.

Part 2: Definitions

2.1 "Alcohol Use" refers to alcohol consumption that is acceptable to the extent that a reasonable person would consume in the same circumstances. The standard of conduct is centered on reasonable and responsible drinking.

2.2 "Alcohol Abuse" means consuming alcohol to the point of legal intoxication or to a level which, in the sole discretion of the Code of Conduct Officer, is excessive.

2.3 "Substance Use" means utilizing banned substances (other than for medicinal purposes).

2.4 "Report" refers to an account or statement describing in detail an event, situation, or the like, usually as the result of observation, inquiry, etc...

2.5 "Compliant" means to obey, oblige, or yield, especially in a submissive way.

2.6 "Board" means the NBSA Board of Directors.



2.7 "Board Director" is an individual who is a member of the NBSA Board.

2.8 "Conference Attendee" is any individual who is present at an NBSA conference.

2.9 "Conference" is a meeting for consultation or discussion.

2.10 "Business Attire" refers to the clothing that is appropriate for professionals to wear in a work environment.

2.11 "Official Event" refers to an event that is officially recognized as a NBSA event.

2.12 "Privately Organized Event" means an event that is privately organized by individuals attending NBSA Business. This could include, but is not limited to, spontaneous excursions, hotel gatherings, or visits at a local establishment.

2.13 "Conference Facility" refers to any hotel or other accommodation utilized for lodging attendees or holding meetings associated with NBSA Business.

2.14 "Official Meeting" refers to a meeting that is officially recognized as a NBSA meeting.

2.15 "Executive" refers to a person or group of persons having administrative or supervisory authority in an organization; specifically the Chair and Vice-Chair of the NBSA.

2.16 "Home Office" refers to the NBSA full-time office staff, which includes the Executive Director.

2.17 "Appellant" refers to a person who appeals a repercussion.

2.18 "Complainant" is a person, group, or company that makes a complaint.

2.19 "Code of Conduct Officer" refers to a representative from the Board who will act as a centre point for upholding Code of Conduct, receiving reports and complaints about violations of the Code of Conduct and facilitating the grievance process for a violation.

Part 3: Enumerated Grounds for Violation of the Code of Conduct

The following is a list of actions that may constitute a violation of the Code of Conduct.

3.1 Violation of Human Rights

NBSA supports and abides by the principles articulated in any applicable Human Rights legislation mandated by the Federal Government or the Province of New Brunswick. It supports diversity, and mandates equal treatment of all without discrimination on the basis of race, colour, gender, gender identity, ancestry, place of origin, social origin, social condition, ethnic origin, source of income, political belief, affiliation or activity, religious belief association, citizenship,



creed, sex, sexual orientation, age, marital status, same-sex partnership status, family status, and physical or mental disability.

3.2 Discriminatory Treatment

Attendees will not engage in behaviour that, in any way, discriminates, demeans, or treats another member adversely on the basis of any of the enumerated grounds. Examples of discriminatory treatment may include inappropriate use of language during NBSA Business, denial of a benefit based on any enumerated ground and/or any other conduct which in any way differentiates or distinguishes members on the basis of any enumerated ground.

3.3 Harassment

Attendees shall not harass other attendees on the basis of any enumerated ground. "Harassment" for the purpose of this Code of Conduct includes a course of unwelcome conduct or comment that is known, or reasonably known, to be unwelcome. This includes, but is not limited to, sexual harassment. Examples of sexual harassment include:
Unwelcome physical contact;
Unwelcome sexual remarks or jokes, which denigrate one's gender;
Unwelcome sexual solicitations or advances;
Displaying derogatory materials such as pictures that denigrate a gender.

3.4 Alcohol Abuse

During NBSA Business, as well as private events organized during the course of NBSA Business, alcohol consumption is permitted to the extent that a reasonable person would consume in the same circumstances. The standard of conduct is centred on reasonable and responsible drinking. Any person found to be engaging in alcohol abuse may, at the discretion of the Code of Conduct Officer, be suspended from NBSA Business without reimbursement of any conference related fees, and/or may be banned from future participation in future NBSA Business. Alcohol use is however strictly prohibited during NBSA meetings. Alcohol abuse will not be tolerated in the following capacity:

At official NBSA events;
While representing NBSA in an official capacity;
At the expense of participation in an official NBSA event;
Report to Officer: Attendees who become aware of alcohol abuse or substance use during the course of NBSA Business must report that abuse/use to the Code of Conduct Officer immediately. The Board Officers will take appropriate steps to address any such conduct.

3.5 Criminal Behaviour

Members shall not engage in any conduct deemed illegal by the Criminal Code of Canada. Criminal behaviour constitutes grounds for immediate suspension from the NBSA Business without refund and may be banned from participation in future NBSA Business. Such conduct may include, but is not limited to:

- Criminal harassment of any kind contrary to Section 264 of the Criminal Code;
- Assault contrary to Section 265 of the Criminal Code;



- Sexual assault contrary to Section 271-273 Criminal Code – Please see the definition of “consent” at Section 153 (2) of the Criminal Code;
- Substance use contrary to the Controlled Drugs and Substances Act;
- Possession of any weapon in accordance with Section 4 (3) of the Criminal Code, for definitions and interpretation around possession.

Part 4: Business Practices

4.1 The NBSA, as a non-profit, non-partisan, provincial advocacy organization, mandates a high standard of ethical business practice and integrity among its delegates. All delegates, staff, observers, and guests must conduct business in an ethical manner that promotes honesty, fairness, consideration, and enlightened professionalism. An infringement of business best practice conduct includes, but is not limited to, knowingly, misrepresenting, for personal gain or otherwise, an issue of importance to the membership/other members.

4.2 Members are expected to display behaviour that respects this Code of Conduct during all NBSA Business.

4.3 By attending a NBSA meeting or conference, the member attendee acknowledges this Code of Conduct and accepts that the NBSA bears no responsibility of any kind or any nature in respect of any such conduct.

4.4 Conflict of Interest

Members of the NBSA shall not engage in any business or transaction of a financial or personal nature that may compromise, or be perceived to compromise, the fair and honest discharge of their duties. No member of the NBSA shall make a decision or participate in making a decision related to the exercise of an official power, duty, or function if they know or reasonably should know, that in making the decision, they would be in a conflict of interest. No member of the NBSA shall give preferential treatment to any directly associated person or organization, or use information or influence obtained in their position that is not available to the public to improperly further one’s private interests or the private interests of a directly associated person or organization. All members of the NBSA shall immediately declare any potential conflict of interest for themselves or on behalf of any directly associated person or organization. They shall not participate in deliberations or vote on any resolution pertaining to that interest. A members’ disclosed conflict of interest will be noted in the official minutes of the meeting. If a member has disclosed a conflict of interest, the NBSA has the right to exclude them from the deliberations on that matter pertaining to their conflict of interest as deemed by the Board.

4.5 Privacy and Confidentiality

The NBSA shall act in accordance with all provincial and federal laws regarding privacy, confidentiality, and the collection of personal information. All NBSA members shall acknowledge that in their position they may be privy to confidential information regarding the business and operations of the NBSA. It is essential to the success of the NBSA to keep the business and affairs of the organization in the strictest confidence, both internally, and with those external to the



operations of the NBSA. All members agree that all information concerning any matters affecting or relating to the NBSA and the business affairs of the organization, which are acquired during the term of their membership, shall at all times and for all purposes, be held in trust for the benefit of the NBSA and shall be held in strict confidence. Members agree that they will not disclose, divulge, authorize anyone to divulge, communicate orally, in writing or otherwise to any person or persons any confidential information without the prior review and approval of the NBSA. All members of the NBSA shall immediately report any breach of privacy or confidentiality to the Code of Conduct Officer.

Part 5: Grievance Process and Reporting

5.1 Reporting

Attendees who become aware of violations of this Code of Conduct at NBSA Business must report that abuse/use to the Code of Conduct Officer immediately. The Code of Conduct Officer will take appropriate steps to address any such conduct. Where an attendee believes they have experienced discrimination or harassment by another attendee, that individual should:

- Raise their concern and attempt to resolve it directly with the individual involved; AND/OR
- If the attendee deems it appropriate, immediately bring their concern to the attention of the Code of Conduct Officer either personally, by phone or by email.

5.2 Complaints Process

Upon receipt of a complaint (whether written or verbal) by an attendee, the Code of Conduct Officer will take appropriate steps to investigate and address the matter. These steps may include:

- Where a verbal complaint has been received, asking the complainant to put their concerns in writing;
- Requesting that the respondent reply to the complaint either verbally or in writing;
- Investigating the allegations of discrimination/harassment;
- Meeting with the concerned parties;
- Mediating the dispute, and/or;
- Involving the Board for the purpose of suspending the perpetrator from the Business and any other disciplinary action which the Board, in its discretion, deems necessary.

Part 6: Enforcement of the Code of Conduct

6.1 Violations of the Code of Conduct will be reviewed by the Chair and Vice Chair. If the complaint is against the Chair and/or Vice Chair, the respective individual will be removed from the investigation process. In the case that both the Chair and Vice Chair are involved in the complaint the board shall appoint an another board director to consult with the Code of Conduct Officer during the investigation process.

6.2 Behaviours considered violations of this Code of Conduct could result in various repercussions, ranging from a verbal or written notice, suspension, or other. More than two written notices of violations will result in an immediate suspension.



6.3 In circumstances where an attendee is suspended or expelled from a conference, that attendee shall be required to leave the conference and the conference facilities immediately upon being requested to do so. In such event, the attendee shall not be refunded any registration or conference related fees, the NBSA shall not bear responsibility for assuming any costs associated with such early departure, whether arising from the requirement to later travel arrangements or otherwise.

6.4 Any criminal behaviour committed at a NBSA conference will result in immediate suspension from the conference, and all participation in NBSA events. The individuals' NBSA privileges will be revoked while a proper investigation is undertaken.

Part 7: Appeals

7.1 In the case when an attendee is the subject of a suspension, pending investigation/review or found, by the Board, to be in violation of the Code of Conduct, the attendee shall have ten days from the date of outcome delivery to appeal this outcome.

7.2 In the event that an appeal is initiated by a member of the Board on their own behalf (i.e. where a member has been disciplined), the process for appeal shall be the same; with the exception that the affected member of the Board shall be excluded from the review process and such review shall be conducted by the remaining members.

7.3 All appeals shall be directed to the Board. Appeals shall be in writing and will describe, in detail, the nature of the events giving rise to the discipline as well as the precise discipline imposed (ex. suspension from a Conference, banning from future Conferences, etc...) and the remedy sought ("A Letter of Appeal").

7.4 Upon receipt of a Letter of Appeal, the Code of Conduct Officer shall, in their discretion, determine whether to uphold, modify, or revoke the discipline imposed. It is the Boards' mandate that within 30 days of receipt of the Letter of Appeal, advise the attendee, in writing, of the decision. There shall be no further right of appeal following the written decision of the Code of Conduct Officer having been issued.

Acknowledgement

The attendee acknowledges that they have read and understood the contents of this Code of Conduct and that they agree to abide by it. The member further acknowledges that participation in all NBSA business is entirely voluntary and that the NBSA bears no responsibility for any damages that may occur or arise in the course of such attendance.