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Preamble:

To guide the Board of Directors on the standards of behaviour expected by all Managing Members of the Pride Winnipeg Festival Inc.

Board Meeting Attendance

Regular attendance is essential in order to maintain continuity and cohesion in the management and governance of the organization. It is responsibility of the Chair to monitor the attendance of each Board Member. If a Board Member is absent for two consecutive meetings without prior notice, or if a Board Member is absent for three consecutive meetings with prior notice, said Board Member is in breach of their obligations and is liable be removed from the Board or Committee, subject to the following processes.

Procedures:

- If a Board Member is in breach of their attendance requirements, the Chair shall consult with the individual Member to discuss said attendance concerns.
- If the Board Member's issues affecting their attendance are resolvable, then the Chair shall take the appropriate steps to endeavor to resolve said issues.
- If a mutually satisfactory resolution is not possible, the Board of Directors will decide what actions to take regarding that Board Member's future membership on the Board or Committee, up to and including removal.

Code of Conduct

The following Code of Conduct (“the Code”) is designed to allow the organization to preserve its long tradition of integrity and credibility with the public and within the organization. This Code applies to all managing members of Pride Winnipeg Inc.

Procedures:

Service

- Always act with fairness, honesty, integrity and openness; respect the opinions of others and treat all with equality and dignity without regard to ancestry; Nationality or national origin; Ethnic background or origin; Religion or creed or religious belief, religious association or religious activity; Age; Sex, including sex-determined characteristics, such as pregnancy; Gender identity; Sexual orientation; Marital or family status; Source of income; Political belief, political association or political activity; Physical or mental disability; Social Disadvantage
- Promote the mission and objectives of the organization in all dealings with the public on behalf of the organization.
- Provide a positive and valued experience for those participating in events and programs within and outside of the organization.

Accountability

- Act with honesty and integrity and in accordance with any professional standards and/or governing laws and legislation that have application to the responsibilities you perform for or on behalf of the organization.
- Comply with both the letter and the spirit of any training or orientation provided to you by the organization in connection with those responsibilities.
- Adhere to the policies and procedures of the organization and support the decisions and directions of the Board of Directors and its delegated authority.
- Take responsibility for your actions and decisions. Follow reporting lines to facilitate the effective resolution of problems. Ensure that you do not exceed the authority of your position.

Confidentiality

- See the “Confidential Information” section later in this document.

Personal or sexual harassment

- See the "Harassment and Prevention" section later in this document.

Caring of others who may be vulnerable because of age or disability

According to the Vulnerable Persons Act, a vulnerable person is defined as "an adult living with a mental disability who is in need of assistance to meet his or her basic needs with regard to personal care and/or management of his or her property. In the course of providing events, our managing members and third party service providers may come into contact with vulnerable individuals. These individuals are those who may be at risk of harm or harassment because of their disability.

When this occurs, the following procedures should be followed:

- Where practical to do so, related one-on-one meetings with clients who may be vulnerable be conducted in a business-like setting, public location or in an area that is private but visible to others.
- Managing members who seek to initiate personal contact with vulnerable clients outside the organization, are asked to seek prior approval from the appropriate managing member, and, in the case of children/youth, from the parent/ guardian.

Code of Ethics

All activities undertaken by Pride Winnipeg Festival personnel must be conducted in a lawful, responsible and ethical manner. This will ensure that the organizations reputation for honesty, integrity and the faithful service to Winnipeg and Manitoba's gender, sexual and relationship diverse community is maintained and enhanced.

Procedures:

Safety, Security and Accessibility

Pride Winnipeg Festival will:

- Put safety and security for all of its programming participants as a top priority.
- Take all necessary steps to minimize the risk of sickness, disease, injury and death to managing members, volunteers, contractors and members of the community and public from the organizations activities.
- Not practice or tolerate any workplace-related discrimination, harassment, violence or reprisal.
- All Pride Winnipeg Festival volunteers are responsible for taking all necessary actions to protect themselves and other people.
- Will make all reasonable efforts to ensure events are accessible to all participants and members.

Abiding by the Law

Pride Winnipeg Festival will at a minimum, observe the letter and spirit of the laws of the land. This includes filling all required permits, licenses and fillings for the organizations operations.

Conflicts of Interest

All Pride Winnipeg Festival managing members must disclose to the Board of Directors any real or perceived conflicts of interest as soon as they are aware of the real or perceived conflict of interest.

Purchase of Goods or Services

The purchase of goods and services is based on sound business criteria such as price, quality, quantity, delivery, service and duly approved purchasing preferences (for example, GSRD owned and operated businesses). Purchasing decisions will not be based on favoritism, prejudice, preferential treatment or personal gain.

The purchasing process will be open and transparent to all suppliers and will go through a competitive bid process when required. A purchase will be negotiated with a single supplier only if authorized by policy. The organization will not tolerate any anti-competitive behavior including collusion, contact rigging, price fixing and leaking confidential supplier information.

Purchases should not be made if the organization would be subject to valid criticism or embarrassment if the details of the purchase become public knowledge.

Fraud, Theft and Due Process

Pride Winnipeg Festival will:

- Take all reasonable measures to prevent and deter fraud and the theft of the organization's assets.
- Investigate allegations of fraud or theft in a thorough and consistent manner.

- Respect the privacy, dignity and reputation of our volunteers.
- Ensure that any volunteer suspected of fraud or theft is granted due process.

Release of Organization Information

We will at a minimum comply with all legal requirements to provide full and complete reporting to Government, regulatory agencies and the membership. When considering the release of information, managing members are responsible for ensuring the information is not confidential.

Fiscal Integrity

Managing members are expected to use the organization's assets in a manner that will preserve and maximize their value.

Pride Winnipeg Festival will comply with accepted accounting practices and established internal controls. Financial records will fully and accurately account for, and report, all assets, liabilities and transactions. Accordingly, no payment will be approved or made without adequate supporting documentation and processes, and no payment is to be used for any purpose other than that which is recorded.

Truth in Communications

Pride Winnipeg Festival will adhere to truth in our communications.

Environmental Responsibility

Pride Winnipeg Festival will plan and carry out the organizations activities in an environmentally responsible fashion, consistent with the principles of sustainable development.

Respect for Others

Pride Winnipeg Festival will be respectful of all people with whom we have dealings.

Communications Standards

Effective and efficient communication is key to the success of the organization. It is critically important that all managing members follow the standards outlined in this policy to ensure that all internal and external communication is done effectively and efficiently.

Procedures:

- For the purpose of this policy “electronic communication” consists of any email, social media message or text that relates to legitimate organizational business that has been received by an managing member of the organization.
- All managing members will be provided with a Pride Winnipeg Festival email account unless the members’ role does not require it.
- Organization email addresses are to be used only for organizational business and emails are the property of the organization.
- All managing members with an email account are required to check their emails at least once every 24 hours unless they are on leave or holiday and are required to take action on messages that require a response within 48 hours (except on weekends and statutory holidays). This includes electronic meeting request.
- If an managing member cannot access their email or respond within 48 hours or more they must notify their supervisor as soon as possible. Depending on the situation the supervisor (or a person designated by the supervisor) may take over the managing members communication accounts until the situation is resolved.
- Managing members that are away due to a leave of absence or holiday must set an out-of-office notification on their email. For other communication accounts the managing member monitors a person must be designated to cover them. The out-of-office notification must state the following:
 - That the managing member is away and when they will return.
 - Whether they are checking and/or responding their emails while they are away.
 - Who to contact if it’s an urgent matter (the person designated to handle urgent matters must agree to covering the inbox)
- In urgent, complex or potentially emotional matters, managing members are encouraged to avoid electronic communication and utilize either face-to-face communication or the telephone.
- All communication must be done professionally and in a courteous and respectful tone.
- Vulgar or disrespectful communication will result in disciplinary action.

Conference Attendance

Conferences are an important training and development opportunity for organizational members. Managing members attending conferences are expected to attend a majority of workshops and act in a professional and respectful manner.

Procedures:

- Pride Winnipeg will pay up to 100% of the costs associated with a conference and reserves the right to select travel tickets and accommodations on behalf of the managing member. The following cost items are eligible for coverage:
 - Travel
 - For air or rail travel, the most economical rate and route must be chosen at all times.
 - If travel by personal vehicle the organization will pay a set rate per kilometer per vehicle used.
 - Baggage fees for 1 piece of luggage.
 - Round trip transportation fees between the airport and hotel.
 - Cancellation insurance.
 - Accommodations
 - The most economical rate must be obtained if not booking with the conference hotel
 - Unless travelling alone, rooms must be booked for double occupancy with a maximum of 2 managing members per room.
 - Conference Fee
 - Registration should be done early to obtain the most economical rate.
- A daily stipend rate will be provided for meal and beverage expense reimbursements. All meal and beverage receipts must be kept and submitted in order to qualify for reimbursement
- Pride Winnipeg Festival will not cover any other costs such as social events and entertainment, taxi/parking (outside of travel between the airport and hotel), souvenirs, insurance or property damage (outside of travel cancellation insurance). These costs are the sole responsibility of the managing member.
- It is the responsibility of the managing member requesting conference attendance to prove to the Human Resources Director that the conference has educational value that will benefit the organization.
- Pride Winnipeg may cover the cost for up to four Board Members or Coordinators per conference.
 - For the Fierté Canada Pride and InterPride Conferences the order of priority will apply:
 - One spot is made available to the President.
 - Two spots are made available to Vice-Presidents.
 - Two spots are made available to Directors. If the President or Vice-President spots are not taken, those spots may be made available to Directors.
 - Any remaining spots available will be offered to Coordinators.

- If there are more applications to attend a conference than there are available spots, a random draw will be done. Preference will be given to individuals who have not attended a conference before or recently.
- When there are two or more conference attendees a team leader will be selected by the conference attendees.
- Conference attendees must attend at least 80% of all workshops, seminars, forums and any other education and information related activities. The conference team leader will be required to take attendance to the best of their abilities.
- Conference attendees are subject to all Pride Winnipeg Festival policies and procedures while attending the conference.

Financial Procedures:

- Upon approving the conference request, the Human Resources Director or a delegate will book the travel and accommodations for the conference attendees and register them for the conference.
- Once all travel, accommodation and conference costs have been calculated invoices for the share of the conference costs need to be sent to the conference attendees (only if the organization is not covering 100% of the costs).
 - Conference attendees must pay their share of the costs as listed in their invoices before attending the conference.
 - If a conference attendee is unable to pay their conference invoice before the conference due to financial hardship they are to speak to the Vice-President of Finance about creating a payment plan.
 - The full amount in an individual's conference invoice must be fully paid within one month after the last day of the conference. Approval to carry an owing balance past this point must be granted by the Vice-President, Finance. Failure to pay within a month after the last day of the conference may result in being ineligible for future conference attendance and may lead to possible suspension.
 - If a conference attendee is unable to attend the conference after the organization has paid the costs associated with the conference they may be required to reimburse the organization for any amounts of money that cannot be recovered.
 - To ensure Pride reaps the benefits of investing in a conference, individuals who attend must remain within the organization for the entire fiscal year in which the conference is held. Failure to do so may result in the individual having to pay the full amount of the portion Pride Winnipeg paid for the conference.
- Upon completion of the conference the conference attendees are to prepare a report and presentation for the Executive Committee covering their experience at the conference, what they learned and how they can apply their new knowledge to the organization.

Confidentiality and Privacy

Security and confidentiality of confidential information is of the utmost importance to Pride Winnipeg. In addition, we are committed to safeguarding the personal information entrusted to us. We manage personal information in accordance with Personal Information Protection and Electronic Documents Act (PIPEDA) and other applicable laws. Everyone in the organization is responsible for protecting confidential information and respecting privacy policies.

Confidentiality Procedures:

- For purposes of this policy, "Confidential Information" is defined as information disclosed to a Pride Winnipeg managing member or known to that individual as a consequence of the individual's involvement with Pride Winnipeg, and not generally known outside Pride Winnipeg, should not be known outside Pride Winnipeg or is protected by law. Examples include any document with a "CONFIDENTIAL" header and information discussed and/or disclosed during close-session meetings.
- During the involvement of a managing member with the organization and after leaving the organization, the managing member will hold all confidential information in trust and confident, and will only use, access, store, or disclose confidential information, directly or indirectly, as appropriate in the performance of the managing member's duties for Pride Winnipeg.
- All Pride Winnipeg managing members must comply with all applicable provincial and federal laws and organization policies relating to access, use and disclosure of confidential information.
- An managing member will not remove materials containing confidential information from its approved location unless it is necessary in the performance of the person's job duties.
- Managing members will safeguard all confidential information that they been given access to.
- Managing members will not seek or obtain any confidential information involving any matter which does relate to the person's job duties.
- Confidential information may not be maliciously tampered with, altered or destroyed.
- Each managing member must promptly report to the Executive any known violations of the Confidential Information procedures.

Privacy Procedures:

- For the purpose of this policy personal information will constitute as the following:
 - A person's full or partial name
 - A person's phone number
 - A person's email
 - A person's home address (a business address will not be classified as personal)
 - A person's demographic information (age, sex, gender identity, income, etc.,)
 - A person's credit card or banking information
- The Vice-President, Organizational Support will be designated as the organizations "Privacy Officer" and is responsible for maintaining and enforcing this policy.
- This policy and the organization's Privacy Statement must be kept up-to-date at all times and must be easily accessible on the organization's website and SharePoint.
- All forms that request personal information must make reference to this policy and the Privacy Statement.

- For online forms a link must be provided to the policy and statement.
- Any time personal information is requested a reason must be indicated as to why this information is being requested.
- If the personal information is being collected in-person or through the phone the reasons do not need to be stipulated unless requested.
- The collection of personal information must be consensual.
 - For online or paper collection methods this can be done by including a consent clause and having the individual sign off on it.
 - For in-person or phone collection methods this can be done through a verbal agreement from the individual.
- The organization has the right to refuse providing a good or service if an individual does not consent to providing us with their person information that is required in order for us to provide said good or service.
- All personal information will be kept on record for a maximum of three years at which point the information will be destroyed.
- A person may request that their information be destroyed earlier than three years. The request must be sent to the organization's Privacy Officer and must indicate in detail what information they wish to have destroyed.
- Personal information cannot be shared with individuals outside of the organization unless consent is received. Personal information should only be shared to individuals within the organization that have a need for that information.
- An individual may request information about our use of their personal information and any disclosure of that information to persons outside our organization. In addition, they may request a correction of an error or omission in their personal information.
- Information requests must be sent to the organization's Privacy Officer.
- Any refusal to provide what has been requested either partially or in full must be accompanied by a valid reason.
 - The individual may appeal this decision to the Board of Directors.
- The organization has a maximum of seven days to comply with an information request, unless an extension has been granted by the individual making the request.
- The organization has the right to charge a fee for an information request at a rate determined by the Privacy Officer. Information requests that are for correcting an error in personal information will not be charged.
- A privacy audit should be conducted on the organization on an annual basis.

Gift Acceptance

Pride Winnipeg actively solicits gifts in the form of cash donations and in-kind products and services. It's important that any gifts offered and accepted by the organization are done in a transparent, clear and mutually beneficial way. Pride Winnipeg personnel involved in accepting gifts from a donor must not be in a conflict of interest nor should they personally benefit from the organization accepting the gift.

Procedures:

- For the purpose of this policy a “gift” is considered a donation of cash or in-kind services and/or products from a donor where Pride Winnipeg is not obligated to provide a reciprocal offering in return.
- All Pride Winnipeg managing members wishing to approach a donor for a gift must seek clearance from the President or the Executive Committee.
- Before a gift is accepted the following must be done:
 - Ensure that the donor presenting the gifts is aligned with the interests of Pride Winnipeg and the organization's Vision and Mission.
 - For gifts of value over \$1,000 a terms and conditions must be created outlining the value of the gift and its intended use if applicable.
 - Any restrictions related to a gift must be followed in accordance with its intended use.
- For restricted and endowed funds, if future circumstances change, or the donor fails to fulfill his pledge obligation, or the purpose for which the fund is established becomes illegal, impractical, or no longer meets the needs of Pride Winnipeg, the organization may designate an alternative use in the spirit of the donor's original intent for the gift to further the objectives of Pride Winnipeg.
- A monetary value of the gift is also required for accounting purposes.

Respectful Workplace

All Volunteers are entitled to a respectful work environment free of disrespectful behavior including discrimination, harassment, sexual harassment, personal harassment and workplace violence.

Procedures:

Board Responsibility

- As far as is reasonably practical, provide a workplace free of disrespectful behaviour and hold volunteers in violation of this policy accountable.
- Develop, implement and communicate fair and timely procedures which address allegations or concerns in regard to disrespectful behaviour and which incorporate:
 - The process by which volunteers may raise a concern, how the concern will be handled, and how the results of the process will be communicated back to the parties including the Volunteer(s) involved.
 - Measures to ensure that all concerns are treated confidentially including the name of the complainant(s) and respondent(s) or the circumstances to any person except as necessary to investigate the complaint or as required by law.
 - Occupational and Environmental Safety and Health Programs to eliminate or minimize the risk of violence in the workplace.
 - This Policy and associated procedures and guides shall be distributed to all volunteers and contractors of Pride Winnipeg Festival Inc.
- New volunteers and contracted service providers of Pride Winnipeg Festival Inc. shall be required to acknowledge with signature that they have read and understand this policy and associated procedures prior to fulfilling their role/contract.
 - Contractors/suppliers that will have close interaction with organization volunteers will be required to review and sign this policy.
 - Contractors/suppliers that will have limited interaction with organization volunteers will be provided a copy of the policy and asked to review and abide by it.
 - Contractors/suppliers that only interact with a limited amount of organization volunteers and not face-to-face will not be required to review this policy.

Volunteer/Contractor Responsibility

- Treat others respectfully
- Report Disrespectful Behaviour using the procedures established pursuant to this Policy and shall respect the confidentiality of all parties involved.
- This Policy does not prevent volunteers from exercising any other legal right including the filing of a complaint with the Manitoba Human Rights Commission pursuant to the provisions of *The Manitoba Human Rights Code* respecting discriminatory practices or of the right to refuse unsafe work pursuant to The Workplace Safety and Health Act.
- Anyone filing a frivolous complaint or complaint made in bad faith, or anyone who retaliates against a person who makes a complaint or is involved in an investigation as a witness is subject to disciplinary action.

Supervisor Responsibility:

- Each supervisor shall foster a safe working environment free from disrespectful behaviour and shall ensure that situations of alleged or potential disrespectful behaviour are dealt with in accordance with this policy and associated procedures regardless of whether or not a volunteer complaint has been made.
- Supervisors shall advise the Human Resource Director of all complaints made pursuant to this Policy.

DEFINITIONS

- **Volunteers:** All persons volunteering their services for Pride Winnipeg Festival Inc.
- **Disrespectful Behaviour:** Actions or comments that are inappropriate, demeaning or otherwise offensive behaviour intended or unintended that creates an uncomfortable, hostile and or intimidating work environment. disrespectful behaviour may be found to have taken place in and outside the workplace, and or areas where Pride Winnipeg Festival Inc. business occurs. Types of behaviour considered disrespectful include but are not limited to:
- **Discrimination:** as defined in the *Manitoba Human Rights Code*, the differential treatment of an individual or group on the basis of a Protected Characteristic rather than on personal merit.
- **Harassment:** as defined in the *Manitoba Human Rights Code*, a course of offensive and unwelcome conduct or comment made on the basis of a Protected Characteristic.
 - **Sexual Harassment:** as defined in the *Manitoba Human Rights Code*, either:
 - A series of objectionable and unwelcome sexual solicitations or advances; or,
 - A single sexual solicitation or advance if it is made by a person who is in a position to confer a benefit on, or deny a benefit to the recipient of the solicitations or advance, if the person making the advance knows or ought to reasonably know that it is unwelcome; or,
 - A reprisal or threat of reprisal for rejecting a sexual solicitation or advance.
 - **Personal Harassment:** while not constituting Discrimination, harassment or sexual harassment under the *Manitoba Human Rights Code*, a course of behaviour that is not respectful toward others with the intention to harm or be hurtful and which, without limitation includes:
 - Written or verbal abuse or threats
 - Leering (suggestive staring) or other offensive gestures
 - Patronizing or condescending behaviour
 - Humiliating volunteers in front of co-workers
 - Abuse of authority that undermines job performance or threatens a development path
 - Bullying (including cyberbullying and disrespectful Internet postings)
- **Workplace Violence:** any act that results in injury or threat of injury, real or perceived, by an individual, including but not limited to:
 - Acts of aggression
 - Verbal or written threats
 - Vandalism of personal property
- **Disrespectful Behaviour does not include:** consensual banter or consensual romantic relationships; exercising appropriate management authority and responsibility including performance and attendance management, providing direction or instruction, operational change, coaching, counseling, and/or discipline by a supervisor.

- **Protected Characteristics:** as defined in the *Manitoba Human Rights Code* includes:
 - Ancestry, including colour, and perceived race
 - Ethnic background & national origin
 - Sex, including pregnancy, the possibility of pregnancy or circumstances relating to pregnancy
 - Sexual orientation and gender-determined characteristics
 - Age
 - Religion or creed, or religious belief
 - Marital or family status
 - Source of income
 - Political belief, activities or associations
 - Physical or mental disability or related characteristics or circumstances
 - And which, in addition to the protected characteristics listed above, includes an individual's weight and/or size.
- **Complainant:** The person reporting an incident of potential disrespectful behaviour including volunteers, event attendees or members of the public.
- **Respondent:** The person alleged to have committed the disrespectful behaviour including volunteers, event attendees or a member of the public. If the respondent is an event attendee or member of the public, it is recognized that the respondent's participation in any process pursuant to this policy will be voluntary and cannot be mandated.

Harassment

In accordance with the Respectful workplace policy above, the following is a policy related specifically to harassment.

There are two main types of harassment. One type includes inappropriate conduct in any form about a person's: Age, race, creed, religion, sex, sexual orientation, gender or gender identity, marital status, family status, economic status, political belief, association or activity, disability, size, weight, physical appearance, Nationality, ancestry or place of origin. A second main type relates to what is sometimes referred to as "bullying" behavior that may involve:

- Repeated humiliation or intimidation that adversely affects a worker's psychological or physical well-being.
- A single instance so serious that it has a lasting, harmful effect on a worker.

Harassment may be written, verbal, physical, a gesture or display, or any combination of these. It may happen only once, but often happens repeatedly.

Reasonable actions by managing members to help manage, guide or direct volunteers or the workplace are not harassment. Appropriate performance reviews, counseling or discipline by a supervisor is not considered harassment.

This Harassment policy does not discourage or prevent anyone from exercising their legal rights.

Organization Responsibilities:

The President and designated members of the Executive ("Leadership") at Pride Winnipeg Festival Inc. must ensure, as much as possible, that no volunteer is harassed in the workplace. Leadership will take corrective action with anyone under their direction who harasses another person. Leadership will not disclose the name of a complainant or an alleged harasser or the circumstances of the complaint to anyone except where disclosure is:

- Necessary to investigate the complaint
- A part of taking corrective action
- Required by law

Pride Winnipeg Festival Inc. and its managing members are responsible for keeping a safe work environment, free of harassment. If you are a managing member and you become aware of harassment you must do everything in your power to stop it, whether or not a complaint is made.

Courts presume that organizations and their leadership are responsible for being aware of harassment in their organization and may penalize them accordingly. Managing members who ignore harassment leave themselves and their organization open to legal consequences.

Procedures:

If you are harassed, the first thing to do is tell the person harassing you to stop, if you are comfortable doing that. You can do this in person or in writing. If you feel unable to deal with him or her directly, you can speak to your supervisor or the Human Resources Director with Pride Winnipeg Festival Inc.

There may be informal ways to deal with your complaint. Your supervisor may speak to the harasser. Your supervisor may also arrange for the Human Resources Director to mediate the situation, in which the Human Resources Director will help the people involved reach an acceptable solution. If the informal route does not succeed or is not appropriate, Pride Winnipeg Festival Inc. will support its managing members in filing a formal complaint.

The complaint will be investigated thoroughly and promptly by an independent party (either from within the organization or outside of it) trained to do investigations - someone with a Human Resources or Management background. When the investigation is complete, the investigator will provide a written report for the President.

The Human Resources Director and/or the President will inform the person who filed the complaint and the harasser of any remedies or disciplinary action.

Corrective Action for Harassers

Managing members that harass another person will be subject to corrective action. In most cases, the harasser will also be required to attend some form of workplace behavior training, as deemed appropriate.

If the investigation does not find evidence to support the complaint, no record will be kept in the file of the alleged harasser. When the investigation finds harassment occurred, the incident and the corrective action will be recorded in the harasser's human resources file.

Confidentiality

The organization and its managing members will not identify a complainant, an alleged harasser or any circumstances about a complaint, to anyone, except:

- When it is necessary in investigating a complaint
- If it is part of disciplinary action
- Where required by law

Retaliation

Anyone who retaliates in any way against a person who has complained of harassment, given evidence in a harassment investigation or been found guilty of harassment, will be considered to have committed harassment and will be subject to corrective actions described previously.

Education

Pride Winnipeg Festival commits to making sure all of its managing members learn about harassment and company's harassment policy.

Monitoring

The Governance Committee will monitor this policy and make adjustments whenever necessary. If you have any concerns about this policy, please bring them to the attention of the Chair of the committee.

No record of the complaint, investigation or decision will go in the employee's personnel file if the complaint was made in good faith. Any unfavorable work review or comments that were placed in the complainant's personnel file because of the harassment will be removed from the file.

Policy Compliance Sign-Off:

Implementation

Strict observance of this Managing Member Standards of Behaviour Policy is fundamental to the activity and reputation of Pride Winnipeg Inc. It is essential that all managing members in face-to-face contact with other managing members, community members and allies, adhere to this policy. They will certify this by signing a Declaration that they have read and will abide by this all of the aforementioned policies. Interpretation and training will be provided to all managing members.

Code of conduct declaration

I, (Managing Member – please print), have read, understand and agree to abide by the Managing Member Standards of Behaviour Policy of Pride Winnipeg Inc. and I understand that such adherence is a condition of my volunteer work. I understand that a violation of the this policy may be grounds for termination as a volunteer.

Signed this _____ day of _____, 20_____.

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001	N/A	2017-11-02
002	2018-09-25	2018-09-27