



Code of Conduct

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1. Interpretation

- 1.1 This policy is enacted by the Board of Directors in accordance with Article 16 and Article 2 of By-Law #2. All previous policies in relation to Members conduct or discipline of Members are rescinded on the date this policy is enacted.
- 1.2 The Board of Directors (the “Board”) of the Pipers’ and Pipe Band Society of Ontario (“PPBSO”) has adopted this Code of Conduct (the “Code”) in order to:
 - a. promote integrity, honesty, ethical conduct and acceptable behavior; and
 - b. to ensure Members are aware of their responsibilities.

This Code of Conduct is intended to work in conjunction with the PPBSO By-laws, Policies, Procedures and the Competition Rule Book.

This Code of Conduct applies to all Members or Representatives of the Society while participating in any PPBSO sanctioned event or while engaged in or in relation to any Society business.

Additionally, Members are expected not to bring the Society into disrepute at any time. This includes online, social media and other types of public communication.

Any term not expressly defined within this policy shall have the meaning ascribed to it in the By-Laws. In the event of any conflict between the definitions in this policy and the By-Laws, the definitions in the By-Laws shall prevail.

1.3 Definitions:

The PPBSO is a volunteer-driven organization consisting of the following types of roles:

- a. **Member** as defined in PPBSO By-law #2, Article 2.
- b. **Volunteer** consists of an individual that is not a member and has come forth to fulfill specific roles and tasks to the benefit of the PPBSO.
- c. **External Expertise and Services** refers to individuals fulfilling roles and/or services and may/may not be engaged on a repetitive basis. (Non-PPBSO judges may be considered as external experts.)

The above-captioned and defined sub-groups constitute the public face of the PPBSO and this Code impacts each of them on an equal basis. Collectively, and for the purposes of this Code, they will be referred to as “**Representatives**”. All Representatives of the PPBSO are required to be familiar with the Code, comply with its provisions and report any suspected violations as described below in Section 2.5.

2. Expectations of Representatives

2.1 Conduct

Representatives are expected to:

- a. Not engage in bullying, harassment or disrespectful behaviour;
- b. Treat others with respect and courtesy; refrain from disparaging or defaming other members or the PPBSO;
- c. Respect the fundamental rights, dignity, and worth of all participants;
- d. Be accountable and responsible for their actions;
- e. Model behavior in accordance with the principles of this PPBSO Policy;
- f. Conduct themselves professionally;
- g. Use appropriate language during performance of their duties; and,
- h. Follow and adhere to PPBSO policies, rules, procedures and membership requirements.

2.2 Confidentiality & Privacy

All Representatives shall maintain confidentiality of information entrusted to them by the PPBSO, except when disclosure is expressly authorized or legally required. Confidential information includes all non-public information (regardless of its source) that Representatives may receive by their nature of being involved with the PPBSO.

Any non-public information disclosed or discussed at closed Board, Members' or committee meetings is privileged and for Members only. The President will be the sole public spokesperson in relation to formal PPBSO meetings unless delegated otherwise by the Board.

No part of any electronic Board, Members' or committee meetings shall be re-broadcast publicly without the express consent of the Board.

2.3 Human Rights in the Organization

- a. The PPBSO is committed to providing an environment free of harassment, violence and discrimination. Representatives are expected to foster a respectful environment that adhere to requirements of applicable human rights law and related legislation.
- b. The PPBSO will not tolerate acts of discrimination based on any of the terms listed in Section 1 of the Ontario Human Rights Code.

2.5 Reporting and Enforcement

2.5.1 Reporting and Investigation of Misconduct

- i. Misconduct and actions prohibited by this Code should be reported to the [Secretary of the Board](#).
- ii. After receiving a report of alleged misconduct or prohibited action, the Board shall take all appropriate actions necessary to investigate.
- iii. All Representatives are expected to cooperate in any internal investigation of misconduct.

2.5.2 Enforcement

- a. The Board shall ensure prompt and consistent action in relation to misconduct or violations of this Code as detailed in Section 3.1 - Disposition of a Complaint.
- b. Upon determining that there has been a violation of this Code, the Board will take such preventative or disciplinary action as it deems appropriate including, when necessary, convening a Discipline Review Committee under Section 3.2.

2.6 Prohibition on Retaliation

The PPBSO does not tolerate acts that could be considered retaliation against any Representative who makes a good faith report of known or suspected acts of misconduct or other violations of this Code.

2.7 Administration of this Code

The Board is responsible for the administration of this Code. If a Representative has any concerns about the Code generally or any questions regarding the reporting of violations of the Code, they may contact the [Secretary of the Board](mailto:secretary@ppbso.org). (secretary@ppbso.org)

3. Receiving & Disposition of Complaints

In accordance with By-Law #2, Article 2, sections 2.7-2.9

3.1 Disposition of a Complaint

If the Board receives a complaint or is made aware of a violation of this Code, the Board shall table the item no later than the next meeting, and may:

- a. Dismiss the complaint as unfounded or frivolous.
- b. Deal with the issue summarily by way of a written warning to a Member. This written warning shall not be considered a sanction, punishment or form of discipline.
- c. If the violation is one that the Board decides may be serious in nature and appears to be one that may be subject to sanctions, the Board must order that an ad-hoc Discipline Review Committee be convened under section 3.2.

If the complaint is not dismissed, the Board shall notify the involved Member of the alleged violation including the sanctions under consideration in section 3.2 and that a Discipline Review Committee has been convened to preside over the alleged violation.

The involved Member shall be provided an opportunity to be heard by the Discipline Review Committee in a format to be decided by the Board or chair of the committee and be notified at least fifteen (15) days prior to the formal hearing.

3.2 Discipline Review Committee

- 3.2.1 A Discipline Review Committee convened under 3.1 shall be chaired by a Board member appointed by the Board.

The chair of the meeting shall select two impartial Members-at-large to form a three-member Discipline Review Committee. The chair of the meeting may also include a non-voting administrator to keep minutes etc. In accordance with legislation the identities of the at-large members are considered confidential.

- 3.2.2 The Discipline Review Committee shall be conducted, as follows:
- a. The committee meetings will convene in-camera and will investigate by considering information from any source, including from the subject Member.
 - b. The committee will decide issues by majority vote. Each Member shall have one vote and the chair of the meeting shall only vote in the event of a tie. Quorum for an ad-hoc Discipline Review Committee shall be three (3).
 - c. On completion of the investigation stage the committee shall hold a formal session to deliberate the issue as soon as practicable. Advise the subject Member at least 15 days prior to the formal hearing session and invite them to be heard in a format decided by the chair.
 - d. Within 15 days following the hearing date, make a decision on the issue, unless there are extenuating circumstances to delay the process.
 - e. The chair shall advise the involved Member and the Board of the results of the Discipline Review Committee in writing. Once a decision has been reached the ad-hoc Discipline Review Committee is dissolved.

3.2.3 The Discipline Review Committee may impose one of the following measures:

Dismissal

- i. Dismiss the case outright with no sanctions

Sanctions

- ii. A written reprimand to be issued by the Secretary of the Board on behalf of the Discipline Review Committee.
- iii. Suspension for a specified period of time up to eighteen months (a suspension may include conditions for re-instatement).
- iv. Revoke membership from the PPBSO. (expulsion)

For clarity:

"Suspension" includes any new suspension and any suspension in place prior to 19 October, 2024 (Not for Profit Corporations Act enactment date) and means the Member is not in good standing and that all voting rights, privileges, qualifications, other duties including attendance at Members meetings are suspended for the period stated. The suspended Member would be required to pay the appropriate fees and meet any conditions, as stated by the Discipline Review Committee, in order for their suspension to be deemed complete and in order for their membership to be deemed active.

"Expulsion" means the "Member" is no longer a Member as defined in this Code or the PPBSO By-laws and is disallowed from becoming a Member of the Society for a minimum of two years. An individual who has had their membership revoked may be permitted to re-apply to the Board for membership in the Society after the two-year period. Approval and conditions of any such re-instatement of membership is in the sole discretion of the Board.

3.3 **Appeal to the Board**

3.3.1 Within 5 days of the decision of a Discipline Review Committee, the involved Member, or any other Member affected, may request an appeal of the decision or of the sanction imposed.

This request must be submitted in writing, outlining reasons for the appeal and delivered to the [Secretary](#).

3.3.2 Within 10 days of receiving an appeal request in sub-section 3.3.1, the Board shall consider the appeal in a special in-camera meeting.

The chair of the Discipline Review Committee may attend the appeal meeting to explain the rationale for their findings but may not chair nor vote at the appeal meeting.

3.3.3 The Board may decide on the matter, as follows:

- i. Allow the appeal and adjust the sanctions – increase or decrease the sanction imposed or dismiss the case with no sanctions
- ii. Reject the appeal - original sanctions stand.
- iii. Set aside the sanctions and order a new Discipline Review Committee be convened to re-hear the case.

The Board may consider option iii where it is found that a Member may have been unduly disadvantaged during the discipline process or the process was not followed, as required under this section, as decided in the sole discretion of the Board.

3.4 **Conclusion**

When a discipline case under this section has been completed, including any appeal, and sanction was issued, the following details shall be entered in the public minutes of the next Board meeting:

- name of the Member
- reasons for the sanction
- sanction imposed

3.5 **Serious Misconduct – Immediate Action – Urgent Circumstances**

3.5.1 Notwithstanding the procedures under 3.1 and 3.2, where behaviour or misconduct by a Member is alleged that could endanger any other Member, the President (or Vice-President in their absence) may temporarily suspend a Member with immediate effect. This action will not be considered discipline but a temporary safety measure.

The Member concerned must be advised of this temporary suspension verbally or in writing as soon as possible.

3.5.2 A temporary suspension under this section will remain in effect until a discipline process under 3.1 and 3.2 have been completed.

If a temporary suspension is issued under section 3.5.1, a discipline review process under 3.1 and 3.2 must be commenced within 72 hours otherwise the temporary suspension will be null and void.


A temporary suspension under section 3.5.1 may be rescinded by the Board at any time.

4. **Amendments**

The Board expressly reserves the right to amend, modify or delete portions of this Code of Conduct policy without prior notice.

Date approved and enacted by the Board: 2nd November, 2024

Amended: 19th November, 2024 (Section 2.1)

President: 

Secretary: 