



*Connecting the Canadian Live Performing Arts Community  
Réunir le milieu canadien des technologies scénographiques*

## **CITT/ICTS Member's Code of Conduct**

### **Purpose**

The intention of this policy is to establish clear and acceptable behaviour expectations for CITT/ICTS members and guest participants of CITT/ICTS programming. It is not intended to restrict the rights of anyone but rather to ensure that all members, employees, volunteers, contractors and guest participants are treated with respect while working, enjoying CITT/ICTS programming or participating in CITT/ICTS communication.

CITT/ICTS deems that upon payment of membership or registration for program participation all members and guest participants have given their consent to be bound by this code of conduct.

### **Objectives**

The objective of this policy is to ensure an environment that is free from discrimination, harassment, abuse and violence for members, employees, volunteers, contractors, and guest participants. CITT/ICTS' goal is an environment where everyone is treated with dignity and respect.

### **Responsibilities of Members and Participants**

By applying for or accepting registration in a program or membership, every member or participant is deemed to agree to the following:

1. The privileges and rights of members and guest participants are governed by the organization's Bylaws and Policies; and
2. The conduct of each member and guest participant is subject to the Organization's Bylaws, Policies, and Guidelines.

### **Conduct**

All members and guest participants will:

- Conduct themselves in an ethical manner.
- Respect the rights of all other members, employees, volunteers, contractors, guest participants and Directors.
- Not engage in any form of sexual, racial, religious, psychological, or other harassment.
- Not approach members, employees, volunteers, contractors, guest participants and Directors with abusive conduct, threatening language or violent behaviour.
- Abide by all local, provincial and national laws and regulations.
- Be an ambassador for CITT/ICTS.
- Address operational concerns directly with staff and/or Board of Directors as appropriate.

**Members must understand that:**

- They have no authority to instruct staff on duties or job performance. The Board of Directors is responsible for delegating duties to National Coordinator. National Coordinator is responsible for directing staff, volunteers and contractors on duties or job performance.
- They may make suggestions to National Coordinator and Board of Directors regarding the operation of CITT/ICTS for the betterment of the organization.
- They cannot discipline or disrespect CITT/ICTS staff, contractors or volunteers. Directors are responsible for reviewing performance management expectations with National Coordinator and for managing discipline as required or dictated by CITT/ICTS' policies and guidelines. National Coordinator is responsible for performance management and disciplining staff, volunteers and contractors.
- Their behavior shall be respectful in dealing with staff, volunteers, contractors, Directors, other members and guests.

**Deliberate or Unintended**

Unacceptable conduct may be deliberate or unintended. The test is whether a reasonable person knows or ought to know the recipient would consider such behaviour unwelcome or inappropriate.

**Violations**

The Board of Directors, its Officers and the National Coordinator have the authority, as set out in the Organization's Bylaws, to enforce this Code of Conduct Policy against any members who are in violation. This may include suspension of rights and privileges of the offending Member and/or Expulsion from the Organization.

**Policy Review**

CITT/ICTS will review this policy once every two years and will include this policy with other policy documents of the Organisation.

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