



ALLIED ARTS COUNCIL OF PINCHER CREEK

The Allied Arts Council of Pincher Creek is a non-profit organization comprising artists, artisans, and members of the public at large. Our mission is to enliven and enhance the arts in Pincher Creek and surrounding areas through cultivation of the spirit of creativity as an essential underpinning of society and community. We seek to serve the broadest cross-section of the community, with special emphasis on bringing the arts in their many forms into people's lives and awareness, and use art as a tool to support and enhance community wellbeing.

Courage Trust Play Kinship Possibility

The Allied Arts Council of Pincher Creek Code of Conduct

The Allied Arts Council of Pincher Creek has identified the following core competencies that individuals volunteering, working for or alongside the organization are expected to exemplify and uphold.

1.0 Code of Conduct for Contracted Individuals and Instructors	<i>pages 2 & 3</i>
2.0 Code of Professional Conduct for Contracted Individuals and Instructors	<i>pages 3 & 4</i>
3.0 Code of Conduct for Board Members	<i>pages 5 & 6</i>
4.0 Code of Conduct for Staff	<i>pages 6, 7, 8</i>
5.0 Code of Conduct for Members and Volunteers	<i>pages 8 & 9</i>

The Allied Arts Council of Pincher Creek has a zero tolerance policy for harassment, discrimination, bullying and violence in all forms. We believe that every employee, volunteer, board member and patron has the right to an inclusive space that encourages creativity, is transparent, and promotes mutual respect. If abusive behaviour takes place individuals may disclose this behaviour to the Executive Director or Board President and expect prompt and thorough investigation and resolution. If a complaint involves illegal conduct authorities will be notified in accordance with applicable laws.

1.0 Code of Conduct for Contracted Individuals and Instructors

Contracted Individuals and Instructors working with **The Allied Arts Council of Pincher Creek** are committed to observing and promoting the standards of conduct in the performance of the responsibilities while working with the organization.

They pledge to accept this code as a minimum guideline for conduct and recognize that they are bound by standards of conduct expected of caring, knowledgeable and reasonable adults who are entrusted with the care or education of students and/or children. They recognize their actions are bound in moral and legal considerations regarding their obligations to students, parents, peers, administrators, communities and society at large. They acknowledge these obligations and act accordingly.

- 1.1** Instructors promote and support the creativity and full development of each individual. They are responsible for nurturing all students' creative, emotional and social growth.
- 1.2** Instructors respect the dignity and rights of all. They are responsible for ensuring that their conduct is always without prejudice, as to cultural values, religious beliefs, race, gender identity, sexual orientation, physical or mental attributes and abilities, political beliefs, age, socio-economic status, ethnicity or national origin.
- 1.3** Maintain zero tolerance for harassment, discrimination, bullying and violence.
- 1.4** Create an inclusive space, ensuring the rights of all to utilize and access services without discrimination on the basis of cultural values, religious beliefs, race, gender identity, sexual orientation, physical or mental attributes and abilities, political beliefs, age, socio-economic status, ethnicity or national origin.
- 1.5** Instructors draw on their professional knowledge to develop and maintain a learning environment that is challenging and supportive for all. They are responsible for recognizing and responding to distinct individual needs and abilities in a fair, consistent and respectful manner that promotes optimal learning and creative opportunities for each student.
- 1.6** Instructors demonstrate commitment to their professional development and to learning. They are responsible for acquiring and applying new knowledge to their teaching practice.
- 1.7** Instructors work with staff to create a secure learning environment where students feel that they are physically, psychologically, socially and culturally welcome. They work to create an atmosphere of trust, respect and openness.

- 1.8** Instructors recognize that their relationship with students is based on trust. They are responsible for maintaining a professional relationship characterized by respect and confidentiality. They will not disclose confidential information about students and their families, except in cases where law or personal security requires this.
- 1.9** Instructors respect individuals' privacy and agree not to share photos, videos, personal information, names and experiences outside of the organization.
- 1.10** Instructors respect each individual's creativity and artwork and agree not to interfere with their creative process by changing or adding to their work unless permission is explicitly expressed by the student. Everyone's work is their own.

Code of Professional Conduct for Contracted Individuals and Instructors

The code of professional conduct expresses minimum standards of conduct for an individual who is contracted to work with **The Allied Arts Council of Pincher Creek**. Instructors should display a set of consistent professional values and attitudes. These include but are not limited to: open-mindedness, honesty, sound judgement, a sense of fairness, respect for others, discretion, trustworthiness, concern for the interests of others, cooperativeness and a dedication to the goals of the programs they are contracted to share.

2.0 Professional Conduct for Contracted Individuals and Instructors

- 2.1** Instructors are to submit a police check and vulnerable sector check in order to sign agreements, when required.
- 2.2** Instructors agree that in order to facilitate a civil and safe working environment for all they will strive to arrive on time, attend all scheduled programming unless unavoidably absent, stay for the specified duration, and to fulfill their agreements as signed.
- 2.3** In the case of programming where specific outcomes must be met (I.E. Children and Youth programming funded by F.C.S.S.) outcomes must be considered and incorporated into lesson plans and the classroom setting.

- 2.4** Instructors agree to work with staff and to submit regular reporting in the case of programming where specific outcomes must be met (I.E. Children and Youth programming funded by F.C.S.S.) Reporting will be based on outcomes measures.
- 2.5** Instructors agree to work in a respectful and cooperative manner and establish and maintain appropriate professional and personal relationships with staff, students, volunteers, members of the organization and the Board of Directors.
- 2.6** Instructors demonstrate professional commitment.
- 2.7** Instructors assure the safety and security of students at all times.
- 2.8** Instructors establish the proper rapport with students based on their developmental levels and needs.
- 2.9** Instructors are responsible for upholding and abiding by all current Health and Safety Policy while in the building, as well as monitoring and enforcing these policies while in the classroom setting. If assistance with health and safety protocol is required staff are to be notified immediately.
- 2.10** The Allied Arts Council of Pincher Creek has the right and responsibility to assess an instructor's professional conduct. Action may be taken if an instructor is suspected of unprofessional conduct that goes against agreements, the code of conduct, or in the case of displays of inappropriate behaviour or impaired judgement in regards to their role within the organization.

3 Code of Conduct for Board of Directors

Members of the Board of Directors of **The Allied Arts Council of Pincher Creek** are committed to teamwork and effective decision-making. Members are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities on the board of **The Allied Arts Council of Pincher Creek**. Board members pledge to accept this code as a minimum guideline for conduct and shall:

3.0 Code of Conduct for Board of Directors

- 3.1** Act with integrity, honesty, fairness and dignity.
- 3.2** Endeavour to represent the broader interests of members and/or stakeholders.
- 3.3** Seek to balance their contributions as both an advisor and learner.
- 3.4** Be honest with others and true to themselves.
- 3.5** Refrain from trying to influence other board members outside of board meetings that might have the effect of creating factions and limiting free, open discussion.
- 3.6** Be willing to be a dissenting voice, endeavour to build on other directors' ideas, offer alternative points of view as options to be considered and invite others to do so as well.
- 3.7** On important issues, be balanced in one's effort to understand other board members and to make oneself understood.
- 3.8** Once a board decision is made, support the decision even if one's own view is a minority one.
- 3.9** Not disclose or discuss differences of opinion on the board with those who are not on the board. The board should communicate externally with "one voice".
- 3.10** Remain accountable for prudent fiscal management to members, the board and non-profit sector, as well as government and funding bodies.
- 3.11** Represent the organization in a positive and supportive manner.

- 3.12 Respect the confidentiality of information on sensitive issues, especially in personnel matters.
- 3.13 Respect the dignity and rights of all ensuring one's conduct is always without prejudice, as to cultural values, religious beliefs, race, gender identity, sexual orientation, physical or mental attributes and abilities, political beliefs, age, socio-economic status, ethnicity or national origin.
- 3.14 Create an inclusive space, ensuring the rights of all to utilize and access services without discrimination on the basis of cultural values, religious beliefs, race, gender identity, sexual orientation, physical or mental attributes and abilities, political beliefs, age, socio-economic status, ethnicity or national origin.
- 3.15 Enact policies and procedures that maintain zero tolerance for harassment, discrimination, bullying and violence.
- 3.16 Be an advocate for the organization and its mission to **Cultivate Creativity** wherever and whenever the opportunity arises in their own personal and professional networks.
- 3.17 Disclose one's involvement with other organizations, businesses or individuals where such a relationship may be viewed as a conflict of interest.
- 3.18 Refrain from intruding on administrative issues or giving direction, as an individual board member, to the Executive Director or any member of staff.
- 3.19 Refrain from investigating or discussing the Executive Director's performance with staff members or stakeholders without board authorization.

4.0 Code of Conduct for Staff

Staff working with **The Allied Arts Council of Pincher Creek** are committed to observing and promoting the standards of conduct in the performance of their responsibilities while working with the organization. As professionals they add value and contribute to the success of the Allied Arts Council. They accept professional responsibility for their individual decisions and actions. They also recognize that they are advocates for the organization and work to enhance its credibility and value within the community.

Staff pledge to accept this code as a minimum guideline for conduct and recognize their actions are bound in moral and legal considerations regarding their obligations to the organization, the board of directors, funders, membership and community as a whole.

4.0 Code of Conduct for Staff

- 4.1** Adhere to the highest standards of moral and professional behaviour.
- 4.2** Act in a responsible manner and practice sound judgement.
- 4.3** Act with fairness, integrity, honesty and openness.
- 4.4** Promote the mission, values and vision of The Allied Arts Council of Pincher Creek in all dealings with the public on behalf of the organization.
- 4.5** Strive to achieve the highest levels of service, performance and social responsibility.
- 4.6** Respect the unique and intrinsic worth of every individual, treating people with dignity, respect and compassion, committing to a trusting work environment free of harassment, intimidation and discrimination.
- 4.7** Respect the dignity and rights of all ensuring one's conduct is always without prejudice, as to cultural values, religious beliefs, race, gender identity, sexual orientation, physical or mental attributes and abilities, political beliefs, age, socio-economic status, ethnicity or national origin.
- 4.8** Create an inclusive space, ensuring the rights of all to utilize and access services without discrimination on the basis of cultural values, religious beliefs, race, gender identity, sexual orientation, physical or mental attributes and abilities, political beliefs, age, socio-economic status, ethnicity or national origin.
- 4.9** Act ethically in every professional interaction, questioning pending individual or group actions when necessary to ensure decisions are ethical and implemented in an ethical manner. Staff seek guidance if in doubt of a situation.
- 4.10** Develop, administer and advocate policies and procedures that foster fair, consistent and equitable treatment for all.

- 4.11** Regardless of personal interests, support decisions made by the organization that are ethical, legal and support the vision, values and mission.
- 4.12** Act with accountability for their actions on behalf of the organization as a whole, taking responsibility for their actions and decisions, while ensuring that they do not exceed the authority of their position.
- 4.13** Adhere to The Pincher Creek Allied Arts Council Conflict of Interest policy. In the event that a conflict arises, the conflict must be disclosed and the individual will refrain from persuading or influencing decisions made.
- 4.14** Respect and maintain confidentiality of information gained as an employee of the organization. This includes but is not limited to: computer software & files, business and financial documents, individual personal information of members, tenants and clients.
- 4.15** Measure the effectiveness of programs and projects in contributing to the organization's goals and adjust accordingly.
- 4.16** Advocate openly within the organization to establish and influence decision-making which will best represent the organization.
- 4.17** Commit to expanding their knowledge, skill development, and to pursue new tools and information which allows them to contribute to the growth of the organization.

5.0 Code of Conduct for Members and Volunteers

- 5.1** Be an advocate for the organization and its mission to **Cultivate Creativity** wherever and whenever the opportunity arises in their own personal and professional networks.
- 5.2** Create an inclusive space, ensuring the rights of all to utilize and access services without discrimination on the basis of cultural values, religious beliefs, race, gender identity, sexual orientation, physical or mental attributes and abilities, political beliefs, age, socio-economic status, ethnicity or national origin.
- 5.3** Respect the dignity and rights of all ensuring one's conduct is always without prejudice, as to cultural values, religious beliefs, race, gender identity, sexual orientation, physical or mental attributes and abilities, political beliefs, age, socio-economic status, ethnicity or national origin.

Members and Volunteers working alongside **The Allied Arts Council of Pincher Creek** are committed to observing and promoting the standards of conduct in the performance of the responsibilities while working with and alongside the organization.

They pledge to accept this code as a minimum guideline for conduct and recognize that they are bound by standards of conduct expected of members and volunteers.

Members and volunteers working with **The Allied Arts Council of Pincher Creek** are committed to observing and promoting the standards of conduct in the performance of their responsibilities while working with or alongside the organization. As members they add value and contribute to the success of the Allied Arts Council. They also recognize that they are advocates for the organization and work to enhance its credibility and value within the community.

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Approved by Board of Directors May 13th, 2022

This document was created using materials and references from the following sources: The Forakergroup, hrcouncil.ca, The Canadian Diabetes Association, Governing Good, The National Council of Nonprofits, The Ontario Organizational Development Program