



CODES OF CONDUCT

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Authorized by the CFO for Manitoba NDP

COPE342

INTRODUCTION

This document compiles Manitoba NDP policy documents that govern individual and group behaviour of members, Party officials and elected officials.

The policies that are included here are the Code of Ethical Conduct, Conflict of Interest Guidelines, Code of Safety and Respect, and the Privacy Policy.

The Manitoba NDP Constitution is the ultimate governance document of the Party and was debated, ratified and amended by our members at Party Conventions. All policies in this document must comply with the provisions of the Constitution.

The Manitoba NDP Constitution defines and codifies party membership, conventions, provincial executive, Provincial Council, Leadership selection, candidate selection, discipline, and gender equality. The Model Constituency Bylaws further define the roles and responsibilities of constituency associations.

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CODE OF ETHICAL CONDUCT

In 2000, all of Manitoba's registered political parties agreed to develop a common code of ethical conduct with the goal of fostering confidence in the integrity and fairness of the electoral process.

The following code was developed through consensus with the political parties.

Purpose

The Shared Code of Ethical Conduct sets out guiding principles and specific practices that establish the framework for ethical conduct expected of participants in the political process.

The Shared Code of Ethical Conduct is founded on a deep and enduring respect for the democratic process and compliance with election laws that codify the rules for elections and campaigning. Ethical conduct in the political process embraces fundamental democratic principles including the right to vote, the secret ballot, accessibility to voting, the right to be a candidate, organization of political parties, the independent administration of elections, freedom from intimidation in the exercise of democratic rights, honesty and truthfulness in political campaigning, and transparent and accurate public disclosure of political finances.

All political participants accept the responsibility to act in such a manner as to maintain and enhance public confidence in the integrity of the political process. This Code will assist the public in assessing the ethical conduct of political participants.

Application

This Code applies to all political parties and independent candidates that have declared an intention to adhere to its guiding principles and rules of conduct. The Code applies to all elected representatives, candidates, persons seeking to become candidates, constituency associations, office-holders, staff, party members, volunteers associated with the political party, and principal vendors and suppliers (hereinafter referred to as "Members") whenever they are acting as participants in the electoral process.

Party leaders and candidates undertake to actively promote compliance with this Code and, to the extent that it is reasonable and practicable, party leaders and candidates are expected to exercise authority over other Members to ensure the spirit and letter of the Code are applied.

This Code is not intended in any way to replace or limit the ethical standards of conduct expected of Members by their own political parties, personal ethical standards held by individual members,

or otherwise applicable legal or professional standards which are not specifically referred to in this document.

This Code may be modified by consensus of the political parties that have declared an intention to adhere to the Code.

Nothing in this document alters the responsibility of all political parties and Members to promptly report any illegal activities to the appropriate authority. Suspected violations of The Elections Act or The Election Financing Act are to be reported to the Chief Electoral Officer.

Guiding Principles

All Members subscribe to the principles of free and fair elections, will respect electoral laws, strive to maintain public confidence in the electoral process, and will uphold the democratic rights of Manitobans.

Knowledge and Adherence

Political parties shall make the Code available to their Members.

Members shall respect and adhere to the principles and rules of conduct set out in this Code and actively promote adherence to the Code on the part of other Members.

Respect for the Law

Members shall maintain and promote respect for Manitoba's election laws. This involves complying with both the letter and spirit of the provisions of all election laws and regulations, including the administrative, regulatory and offence provisions of The Elections Act and The Election Financing Act.

Members shall maintain and assist in maintaining the fair and proper administration of the vote, and the secrecy of the vote.

Integrity

Members shall conduct themselves in a way that upholds the integrity of, and the public's respect for, the electoral system.

Members shall make every effort to ensure that their conduct is above reproach. This means that they should not engage in conduct which could be regarded as unfair or unacceptable by reasonable, fair-minded and informed persons.

Cooperation

Members shall co-operate with election officials who are charged with the responsibility to conduct elections and administer campaign finance laws, and shall not interfere with election officials in the performance of their duties.

Members shall co-operate in responding completely and accurately to any inquiries or investigations undertaken by Elections Manitoba pursuant to Manitoba's electoral legislation.

Diligence

Members shall apply the Code with diligence, skill, and reasonable promptness.

Rules of Conduct

Members shall conduct themselves in a manner that respects the rights and legitimate democratic interests of all citizens, voters, political parties and Members, including Members of other political parties, and shall avoid behaviour that is likely to bring the electoral system into disrepute.

Public Statements

Members shall strive at all times to make public statements that are accurate and shall not make public statements that are defamatory with respect to another Member, leader, or any candidate of another political party, or another political party generally.

Members shall not make statements that they know to be untrue in their criticism of the platform, policy statements, positions, or otherwise of other political parties or the candidates of other political parties.

Members shall not knowingly make false statements about poll results, nor authorize interpretations of poll results that are inconsistent with the data available.

Advertising and Campaigning

Political parties and Members, in their advertising, campaigns and promotional material, shall strive at all times to make statements that are accurate and to avoid statements that are misleading or deceptive.

Members shall not sponsor advertising nor issue other promotional materials, such as pamphlets, brochures, handbills, newsletters, electronic messages, signs or posters, that make defamatory references to another Member, leader, or any candidate of another political party, or another political party generally.

Members shall not sponsor advertising or other promotional material containing language or other visual representation that promotes hatred toward any individual or group.

Members shall not obstruct campaigning nor deface, destroy, prevent or obstruct the distribution of advertising or other promotional material of other political parties and rival candidates, nor shall such conduct on the part of other Members be encouraged, condoned or permitted.

Fundraising Practices

Members shall not improperly pressure or corruptly induce prospective contributors to make contributions to any political party, candidate or constituency association by any direct or indirect threat or promise.

Public Disclosure

Registered parties, candidates, constituency associations and Members required to publicly disclose political contributions and election spending shall do so according to The Election Financing Act and in a manner which fairly, honestly and transparently discloses all financial activities.

Political parties, candidates, constituency associations and Members shall not enter into transactions or engage in accounting practices whose purpose is to alter the actual amount of election expenses incurred, avoid disclosure of actual or original contributors, or to improperly obtain the benefits of publicly funded tax credits or election expense reimbursement for themselves or for other Members.

Improper Influence of the Vote

Members of one political party shall not offer or give anything of value, including but not limited to financial, organizational or administrative assistance, to another political party or candidate for a corrupt purpose.

Members shall not, directly or indirectly through another person, offer or give anything of value to a voter for the purpose of corruptly procuring the voter's support.

Implementing the Code

This Code of Conduct contains a set of expectations and commitments freely entered into by political parties. Political parties commit to the importance of designating a specific authority for receiving complaints and an internal process, including sanctions, for implementing the Code. The Code will be self-regulated with good common sense and in good faith.

Party Review Process

Each political party shall designate an authority to receive and review complaints made against the political party and its Members.

Each political party shall create and make known a process by which complaints may be brought before the designated authority and a process by which matters will be reviewed and decided.

Responsibility to Report

All political parties and Members subscribe to the necessity and importance of reporting breaches of this Code and will do so in a prompt and diligent manner.

If the conduct of a political party or a Member would be likely to bring into question the integrity of the political party, or any of its Members, or the electoral process generally, it shall be reported to the designated authority within the political party.

Members will not make false, frivolous or vexatious complaints.

Sanctions

If it is determined by the designated authority within the political party that a complaint is well-founded, and the conduct in question is such that it would be likely to bring into disrepute the integrity of the political party, its Members or the electoral system in general, the political party shall repudiate the unethical conduct and may take any other action it feels is necessary.

If it is suspected by the designated authority that a breach of the law may have occurred, the matter shall be referred to the appropriate authority for investigation.

CONFLICT OF INTEREST GUIDELINES

These Guidelines were developed in addition to the Code of Ethical Conduct to ensure our Members and Officials are held to the highest standards. It was previously included in the Code of Ethics as ratified in 1999.

I. Principles

- 1) The NDP and the CCF have had a tradition of upholding the highest standards of integrity when in public office. No lesser standard should apply to the internal affairs of the Party.
- 2) Contested nomination meetings and elections for Party office shall be run fairly and in accordance with guidelines established in advance and consistently enforced. All Party officials and employees responsible for supervising a contested election or nomination meeting shall be entirely impartial.
- 3) Party officials who also hold public office or government appointments must maintain a distinction between their responsibility as public employees or officials and as Party members. The independence of the Party organization from the caucus and government must be respected and preserved.
- 4) Contracts for the supply of goods or services to the Party shall be awarded, wherever feasible, through an open tendering or application process except as established by any collective agreement between the Manitoba NDP and any union certified to represent its employees.

II. Rules

- 1) A conflict of interest arises where it may be reasonable to believe that a Party official might be influenced in making a decision by some personal relationship, interest or duty not related to the official's position in the Party.
- 2) Every Party official shall avoid conflict of interest in the conduct of Party affairs.
- 3) Where an official becomes involved in a conflict of interest, the official shall:
 - a) disclose the conflict to the Executive or the committee of which the official is a member as soon as possible and in any event no later than the first meeting after the conflict is identified;
 - b) withdraw from any meeting while the matter giving rise to the conflict is under discussion and refrain from voting on the matter or attempting to

influence the decision in any way.

- 4) The minutes of any meeting at which a conflict is disclosed shall record the official's disclosure of interest, the nature of the conflict, her or his withdrawal from the meeting and the fact that she/he took no part in the discussion or decision. These minutes shall be disclosed at the next Provincial Council following the meeting. Where no minutes are kept of a meeting, the conflict shall be disclosed in a written report to Provincial Council.
- 5) Circumstances, which may give rise to a conflict of interest include, but are not limited to:
 - a) a decision which may result in receipt of a financial benefit from the Party, except for reimbursement of expenses incurred in the performance of the official's duties, by the official or any member of the official's immediate family;
 - b) the employment of the official as part of the staff of the provincial NDP caucus or the leader of the caucus, where the official is called on to participate in a decision which directly affects any member of the caucus;
 - c) the employment of the official as part of the staff of any elected member of the NDP where the official is called on to participate in a decision which directly affects that member;
 - d) a decision affecting a candidate in any contested campaign for a nomination or office within the Party where the candidate is a member of the official's immediate family or the official has worked or is working on behalf of the candidate or has contributed money to the candidate in the campaign in question;
 - e) membership on the boards of other organizations which may be affected by the decision under consideration by the Party;
 - f) other interests arising out of employment, professional or business relationships outside the Party.
- 6) Nothing in these guidelines shall prevent a Party official or a member of the official's immediate family from entering into business or employment relations with the Party provided that these guidelines are observed.
- 7) For purposes of these guidelines, party officials are:
 - a) members of the Provincial Executive;
 - b) members of committees of the Provincial Executive;
 - c) non-union employees of the Party;

- d) candidates and elected officials at the federal and provincial, levels who have been nominated or officially endorsed by the Party;
 - e) chairs of standing committees of Provincial Council;
 - f) members of the provincial election planning committees and;
 - g) to the extent that they perform functions in the provincial Party, Manitoba members of Federal Council.
- 8) The official's immediate family consists of the official's spouse (including any person with whom the official is living in a conjugal relation outside marriage), unless they are living separate and apart, and the parents and children of the official and her/his spouse.
- 9) Financial benefits shall include employment by or contracts for sale of goods to the Party and include benefits received directly by the official or a member of the official's immediate family or indirectly as a substantial shareholder of a corporation or member of a partnership.
- 10) Provincial Executive shall take appropriate action to deal with any violation of these guidelines. Any Party member who is aggrieved by a decision of the Executive or by the failure of the Executive to take action may appeal to the Provincial Council.
- 11) A copy of these guidelines shall be distributed once a year to every member of Provincial Council and be provided to any member of the Party on request.

CODE OF SAFETY AND RESPECT

This Code was developed through a consultation process led by the Status of Women Committee and ratified by Provincial Council in February 2019.

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Our Commitment

We are — and we stand for — an inclusive, diverse political party that provides all members with opportunities to thrive, contribute and be heard.

We all need to be leaders in our community. Leadership is about doing what's right. Doing the right thing should always come before political consideration.

It starts with us. We must model the type of society we want to see, a society that values social justice and equity and the right of everyone to live free of harassment, free of discrimination.

We want to live in a society where a culture of consent informs all relationships in our Party.

We commit to ensuring that any complainant who comes forward to begin a process will not face any reprisals.

We will always recognize each other's humanity. There's no excuse for toxic behaviour.

In light of historical wrongs against victims of harassment, particularly women, non-binary and marginalized people, the wellbeing and consent of complainants and victims should be paramount.

Processes put in place should seek to make amends for victims. Through recognizing trauma, we must promote healing.

Actively trying to hide, cover-up or suppress allegations is equally as wrong as committing actions that are deemed inappropriate.

If the safety of the complainant is ensured, a rehabilitation process that advances the healing of both sides should be an important principle in charting a path forward.

Individual actions are influenced by the systems and culture that make up our party structures, procedures, and processes.

These are the expressions of the values we stand for in our party principles, that these principles are as important and apparent in how we conduct ourselves as are the policies we recommend for public policy.

This policy must seek to prevent harassment and bullying at all levels of the party, not just address it after the fact. When violations of the policy are not addressed that becomes the culture of the party and creates a negative feedback loop of abuses of power. Abuses of power not only impact individuals but the party as a whole, cause division, and discourage people from participating in party politics.

Our Policy

I. Definitions

Abuse of power: The act of using one's position of power in an abusive way. This can take many forms, such as taking advantage of someone, gaining access to information that shouldn't be accessible to the public, or just manipulating someone with the ability to punish them if they don't comply.

Bullying: may involve: severe, repeated conduct that adversely affects a person's psychological or physical well-being; behaviour that could reasonably cause a person to be humiliated or intimidated; a single occurrence of it is shown to have a lasting, harmful effect. May also include online bullying, and cyber bullying.

Complainant: the individual bringing forward a complaint of a breach of policy.

Confidentiality: protecting the identity of a complainant or alleged harasser, including not disclosing any circumstances related to a complaint, to anyone, except as necessary to investigate the complaint or take action related to the complaint, or as required by law.

Consent: an informed, knowing, and voluntary decision on the part of the complainant to engage in a process or to release information or to make a private or public statement. Consent is active, not passive, tacit or silent. It is the responsibility of the Safe Person or Safe Persons Committee to make sure they have consent from any other person(s) involved before proceeding in any process. Consent can be revoked at any time, and cannot be assumed from previous consent to similar activities. Where possible, consent must be confirmed at every step of the process.

Cover-up: an attempt to dissuade a person from reporting allegations, discourage the dissemination of knowledge and policy, interfere with the dissemination of an allegation or a finding, or fail to adequately deal with an allegation.

Discrimination: failing to individually assess the unique merits, capacities and circumstances of a person and instead, making stereotypical assumptions based on a person's presumed traits having the impact of excluding persons, denying benefits or imposing burdens.

Harassment: defined as inappropriate conduct by a person that is made on the basis of:

- Race, creed, religion, colour
- Sex, sexual orientation, gender-determined characteristics, gender identity
- Marital status, family status, socioeconomic status
- Source of income, education level
- Political belief, political association, political activity
- Disability, physical size or weight
- Age, nationality, ancestry or place of origin.

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

Intimidation: when a person in a position of power or status exerts their influence to manipulate a subordinate, humiliate them, bully them or impose unwanted sexual advances on them.

Lateral violence: refers to displaced violence directed against one's peers rather than adversaries.

Oppression: a form of injustice that occurs when one social group is subordinated while another is privileged, and oppression is maintained by a variety of different mechanisms including social norms, stereotypes and institutional rules.

Respectful interaction: behaviour that values diversity and inclusion, dignity of the person, courteous conduct, fairness and equality, positive communication and collaboration.

Respondent: the person alleged to have acted inappropriately.

Safe Persons Committee: the Party Executive will designate a committee of 12 people that includes representation from each geographic region of the Party and MYND, at least 50% of whom identify as women. These persons will be a point of contact for all individuals who require support of any level for a term of two years.

Sexual harassment: is a range of actions that involve the harassment of a person with words and actions are sexual in nature. Actions may include unwelcome sexual advances, requests for sexual favours, verbal or physical harassment of a sexual nature, or the creation of a hostile environment. Sexual harassment often involves bullying or coercion.

The unwanted behaviour may be physical, verbal, written or electronic. It may include one or more of the following:

- whistling, staring, making sexual comments;
- demands for sexual favours in return for the promise of a reward or a threat of punishment;
- unwelcome remarks or jokes about one's gender or sexuality;
- displaying disrespectful or rude materials such as pictures, cartoons or other printed materials

Sexual harassment can take place at home, online, in meetings, or in public.

Sexual misconduct: is a range of unwanted and unwelcome behaviours including harassment, violence and sexual assault.

Social bullying: Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes leaving someone out on purpose, telling other people not to be friends with someone, spreading rumors about someone, embarrassing someone in public.

Structural violence: refers to systematic ways in which social structures harm or otherwise disadvantage individuals.

Violation: any behaviour or action that constitutes disrespectful behaviour as outlined in part II of policy.

Threat: an intention or statement of intention to inflict pain, injury, damage, or other hostile action on someone in retribution for something done or not done.

II. Application of Policy

The policy is intended to prevent abuses of power and encourage an environment of trust and mutual respect; regardless of age, race, gender, socio-economic status, education, religious, or political views.

There is zero tolerance for any violation of this policy. This policy prohibits disrespectful behaviours including, but not limited to:

- aggressive or patronizing behaviour;
- belittling or dismissive behaviour;
- covering up or exhibiting covert behaviour (inappropriately withholding information, undermining, underhandedness) or concealing misconduct by yourself or another person;
- discrimination(s) as defined under The Human Rights Code; (<https://web2.gov.mb.ca/laws/statutes/ccsm/h175e.php>)
- embarrassing or humiliating behaviour;
- grouping or isolating;
- inappropriate jokes or cartoons, including racist, sexist, or ethnic slurs;
- intimidation;
- isolation as punishment;
- lateral violence;
- offensive or inappropriate remarks, gestures, material or behaviour;
- oppression;
- reprimanding in front of others;
- sexual harassment;
- spreading harmful gossip or rumours;
- unwanted physical contact;
- yelling.

The process allows complainants to come forward freely even if the alleged respondent is a politician, someone with high public standing, or someone in a position of power. Complainants should not be dissuaded from reporting and will be supported throughout the process.

This policy applies to all New Democratic Party members and staff, including elected individuals and volunteers.

It also applies to contractors hired to work on behalf of any of the parties above and includes all the activities of these individuals at party events and beyond.

A deliberately false allegation, made for vindictive or hurtful reasons, is considered a breach of policy.

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 themselves be considered to have committed harassment.

Designated Safe Persons

Designated Safe Persons will be trained to understand this policy, to identify breaches of policy including any that may rise to the level of criminality, and to direct complainants to support services in the community, should they require.

Responsibilities of Safe Persons include:

- ensuring that this policy is applied in a timely, consistent and confidential manner;
- determining whether or not allegations of bullying or harassment are substantiated;
- determining what corrective action is appropriate where a harassment complaint has been substantiated;
- being available to all NDP members as a Safe Person to approach;
- describing the reporting process to the complainant;
- accompanying the complainant throughout the process if desired;
- if the complainant wishes, act as liaison between the complainant and the respondent, relaying findings of any investigations to both parties;
- reporting to the appropriate authority any allegations that may rise to the level of criminality.

III. Process

System in Place

An electronic version of the Code of Safety and Respect is accessible to all members. The following are the steps of how to make a complaint and who to contact as well as their designated Safe Person.

**In cases reported where issues or situations pose a serious threat to health and safety of those concerned and may include criminal allegations they must be reported to the Party President, Provincial Secretary, and law enforcement.

What to do

If you are a complainant, you may:

1. If you feel safe: approach the person who made you feel uncomfortable and/or you believe they are in breach of this policy to explain how their behaviour has affected you and ask

that the behaviour stops. This may give the other person an opportunity to change their actions.

2. If you are unable to resolve the issue or are not comfortable speaking to the person, make contact with the designated Safe Persons.
3. If you are unsure of the process: talk to a designated Safe Person. They know the process as prescribed in the policy and can help you with it.
4. The complainant must give consent to initiate the process as outlined in this policy.
5. If you have witnessed behaviour believed to be contrary to this policy: speak with the perceived perpetrator and/or potential complainant, if you feel safe, and inform them of the code and processes.

With consent of the complainant, the Safe Person will:

1. Approach the respondent to obtain facts and try to resolve the issue.
2. If it remains unresolved and a breach appears to have been identified, a report to the Safe Committee for mediated resolution or formal investigation. Necessary actions to ensure the wellbeing of the complainant should be taken. Concerns can be reported verbally or in writing.

Peer to Peer Resolution

1. If you feel safe: approach the person who made you feel uncomfortable and/or you believe they are in breach of this policy to explain how their behaviour has affected you and ask that the behaviour stops. This may give the other person an opportunity to change their actions.
2. If you are unable to resolve the issue or are not comfortable speaking to the person, make contact with the designated Safe Persons.
3. If you are unsure of the process: talk to a designated Safe Person. They know the process as prescribed in the policy and can help you with it.

Mediated Resolution Process

The Safe Person to whom the issue is reported will:

1. Determine if the allegations merit an informal resolution;
2. If the complainant provides consent, take steps to resolve the matter in a swift and confidential manner;
3. Document, in writing, all steps taken to resolve the issue;
4. All documentation, shall be provided to the Safe Committee and provided to the provincial secretary for safe keeping and ultimately destroyed (Period to be determined)
5. Resolution reached between the parties may look like:
 - Discussion between parties, facilitated by Safe Person;
 - Mediation;
 - Education;

Formal Investigation

A formal investigation must be conducted fairly and thoroughly with adequate opportunity for the complainant and respondent at each step to address the complaint.

A formal investigation shall be carried out in confidence by the Safe Committee and includes:

- interviewing the complainant;
- interviewing witnesses;
- meeting with the respondent to present allegations in sufficient detail to allow for a complete response and receive their response;
- determining the facts.

Both the complainant and the accused may be accompanied by one person of their choosing during the investigation process.

· Apology or amends.
If a resolution can't be reached or
where allegations are denied or
discipline is likely; a formal
investigation may be required.

In the case a formal investigation is complete, and if the respondent is found to have breached the policy, the Safe committee shall provide the information to the Provincial Party Executive.

The executive has the right to take disciplinary action, up to and including revoking membership. In accordance with the New Democratic Party of Manitoba Constitution, revocation of an individual's party membership will only occur on the written submission by two party members to the Provincial Executive, which can include the complainant and the Safe Person.

In circumstances that involve NDP caucus members, the Party Leader has the right to take disciplinary action, up to and including dismissal from caucus.

Following an investigation, the Party President will advise the complainant, respondent, and Safe Person of the results in writing while respecting privacy.

Resolution Practices

Timeliness

In all investigative processes, time is of the essence. Investigations should be conducted and findings reported as soon as reasonably possible. Complainant and respondent must be notified of any significant delay and the reasons for the delay.

Following a resolution of a reported issue, the complainant will be contacted to ensure that the situation remains resolved.

Confidentiality

To keep all persons safe throughout the process of a complaint, confidentiality must be maintained to the highest standard possible. All information related to a complaint or investigation will be kept in confidence by the Provincial Secretary or designate.

Disclosure of personal and confidential information can have longlasting, negative implications for all involved, especially the victim. To build and maintain trust in this policy and process, the utmost care must be taken with all information.

The complainant has the right to use a Safe Person or anyone else as a liaison.

The Safe Committee and anyone involved will not disclose the name of the complainant, respondent, or details of the circumstances to any person except where necessary to investigate, take corrective action, or is required by law.

Reprisal

There should be no reprisal for anyone who in good faith makes a complaint or participates in this process. Reprisal is an actual or threatened harmful act.

Rights

This policy is not intended to discourage or prevent a member from exercising any legal right, including contacting the police, the Manitoba Labour Board, the Manitoba Human Rights Commission, or the Legislative Assembly.

IV. Best Practices

The intent of this policy is to encourage prevention of abuses of power and create a culture of consent in the NDP. Changing organizational culture requires shared values that support collaboration and party structures and procedures that encourage sharing power.

Where this policy fails to address a specific behaviour or situation, all members should practice courtesy and respect. This includes, but is not limited to:

- being respectful of racial, gender and identity sensitivities;
- listening to discussions, ensuring other members feel their voice is heard while refraining from interrupting;
- committing to a healthy, supportive environment that provides mentorship and encouragement to all members;
- actively recruiting a diverse membership that allows for different perspectives;
- being responsible for your own behaviour and being mindful of your impact on others, whether intentional or not;
- refraining from gossiping.

Personal Space

- respecting the personal space boundaries of others. Everyday invasion of personal space can include getting too close for no reason, intentionally brushing up against a person, or cornering someone.
- ensuring that when engaging in friendly behaviour (such as hugging or high-fiving), you are aware of other's personal boundaries.

Respectful Language and Positive Environments

- avoiding behaviour that creates unnecessary stress in the environment. This can include behaviour that is not directed at an individual or group but negatively affects general communication and productivity, such as acting confrontational, yelling or hitting things;
- actively listening to each other and making sure others are allowed the space to make their opinions feel heard;
- being mindful of not speaking in a condescending fashion towards anyone else, inferring that the other person is not as knowledgeable on an issue or other disrespectful remarks
- refraining from harmful gossip and being mindful of privacy.

V. Additional Resources (Appendix B)

MANITOBA NDP PRIVACY POLICY

This policy was approved by Provincial Executive in July 2019 to ensure the Party's online activities were transparent to users of the Party website.

Introduction

Welcome to mbndp.ca, the website of the Manitoba NDP. This Privacy Policy explains what information of yours will be collected by the Party when you use our online services, how the information will be used, and how you can control the collection, correction and/or deletion of information. We will not use or share your information with anyone except as described in this Privacy Policy. This Privacy Policy does not apply to information we collect by other means (including offline) or from other sources.

Information We Collect

User-Provided Information: You may provide us information about yourself, such as your name and e-mail address, if you email or contact us, donate, sign up to volunteer, or “follow,” “like,” or link your account to mbndp.ca on a third party website or network.

Third Party Services

The Manitoba NDP uses the NationBuilder platform to organize our community of members, supporters and prospects. When you visit mbndp.ca, NationBuilder may send one or more cookies - a small text file containing a string of alphanumeric characters - to your computer that uniquely identifies your browser and lets NationBuilder help you log in faster and enhance your navigation through mbndp.ca. A cookie does not collect personal information about you. A persistent cookie remains on your hard drive after you close your browser. Persistent cookies may be used by your browser on subsequent visits to the site. Persistent cookies can be removed by following your web browser's directions. A session cookie is temporary and disappears after you close your browser. You can reset your web browser to refuse all cookies or to indicate when a cookie is being sent. However, some features of mbndp.ca may not function properly if the ability to accept cookies is disabled. You can read more about NationBuilder and its privacy policy at nationbuilder.com/privacy.

The Manitoba NDP's digital payment processor is managed through NationBuilder on a Stripe platform. Their privacy policies can be found online at their respective websites.

How We Use Your Information

We use the personal information you submit to operate, maintain, and provide to you the features and functionality of mbndp.ca.

By providing the campaign your email address (including by “following,” “liking,” linking your account to mbndp.ca, etc., on a third party website or network), you consent to our using the email address to send you mbndp.ca and Manitoba NDP related notices, including any notices required by law, in lieu of communication by postal mail. If you do not want to receive such email messages, you may opt out on the unsubscribe page. The Manitoba NDP may retain and continue to use indefinitely all information (including user content) contained in your communications to other users or posted to public or semi-public areas of MBNDP.ca after termination or deactivation of your account.

How We Share Your Information

Personally Identifiable Information: The Manitoba NDP will not rent or sell your personally identifiable information to others. The Manitoba NDP may share your personally identifiable information with third parties for the purpose of providing mbndp.ca services to you. If we do this, such third parties’ use of your information will be bound by this Privacy Policy. We may store personal information in locations outside the direct control of the Manitoba NDP (for instance, on servers or databases co-located with hosting providers).

Except as otherwise described in this Privacy Policy, the Manitoba NDP will not disclose personal information to any third party unless required to do so by law or subpoena or if we believe that such action is necessary to (a) conform to the law, comply with legal process served on us or our affiliates, or investigate, prevent, or take action regarding suspected or actual illegal activities; (b) to enforce this policy, take precautions against liability, to investigate and defend ourselves against any third-party claims or allegations, to assist government enforcement agencies, or to protect the security or integrity of our site; and (c) to exercise or protect the rights, property, or personal safety of mbndp.ca, our users or others.

How We Protect Your Information

The Manitoba NDP cares about the integrity and security of your personal information. We cannot, however, ensure or warrant the security of any information you transmit to the campaign or guarantee that your information on the service may not be accessed, disclosed, altered, or destroyed by breach of any of our physical, technical, or managerial safeguards. Your privacy may also be affected by changes to the functionality of third-party providers, such as social networks. The campaign is not responsible for the functionality or security measures of any third party.

Compromise of Personal Information

In the event that personal information is compromised as a result of a breach of security, the Manitoba NDP will promptly notify those persons whose personal information has been

compromised, in accordance with the notification procedures set forth in this Privacy Policy, or as otherwise required by applicable law.

Children's Privacy

Protecting the privacy of young children is especially important. For that reason, the campaign does not knowingly collect or solicit personal information from anyone under the age of 13. If you are under 13, please do not send any information about yourself to us, including your name, address, telephone number, or email address. No one under age 13 is allowed to provide any personal information to mbndp.ca. In the event that we learn that we have collected personal information from a child under age 13 without verification of parental consent, we will delete that information as quickly as possible. If you believe that we might have any information from or about a child under 13, please contact us at info@mbndp.ca

Links to Other Web Sites

We are not responsible for the practices employed by websites linked to or from mbndp.ca, nor the information or content contained therein. Please remember that when you use a link to go from mbndp.ca to another website, our Privacy Policy is no longer in effect. Your browsing and interaction on any other website, including those that have a link on our website, is subject to that website's own rules and policies. Please read over those rules and policies before proceeding.

Notification Procedures

It is our policy to provide notifications, whether such notifications are required by law or are for marketing or other business related purposes, to you via email notice, written or hard copy notice, or through conspicuous posting of such notice on mbndp.ca, as determined by the Manitoba NDP in its sole discretion. We reserve the right to determine the form and means of providing notifications to you, provided that you may opt out of certain means of notification as described in this Privacy Policy.

Changes to Our Privacy Policy

If we change our privacy policies and procedures, we will post those changes on mbndp.ca to keep you aware of what information we collect, how we use it and under what circumstances we may disclose it. Changes to this Privacy Policy are effective when they are posted on this page.

If you have any questions about this Privacy Policy, the practices of this site, or your dealings with this website, please contact us at info@mbndp.ca, or send mail to:

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