



## **Code of Conduct for Volunteers, Campaign Staff, and EDA Staff**

### **A. Purpose**

Integrity and honesty are fundamental to the value of the Conservative Party of Canada (CPC). All Volunteers are expected to conduct themselves with these values in mind when they perform work on behalf of the CPC. Integrity means doing the right thing. When volunteers act with integrity, it reflects positively on the values and reputation of the CPC.

The purpose of this Code of Conduct for Volunteers is to outline the position of the CPC with respect to harassment, discrimination, and violence as well as to set out the minimum standard of behavior expected of volunteers of the CPC.

### **B. Application**

This Code of Conduct applies to all volunteers within the CPC and all volunteers and employees of affiliated electoral district associations (EDA) and election campaign (Campaigns) (collectively, Volunteers).

### **C. Standard**

The strength of CPC is that of our Volunteers contributing their time and talents. Every Volunteer has the right to work in an environment that is free of discrimination, harassment and violence. Every volunteer shall act honestly and in good faith with a view to the best interests of the CPC and exercise the care, skill and diligence that a reasonably prudent person would exercise in comparable circumstances.

#### **1. Discrimination**

Discrimination occurs when a person experiences adverse differential treatment or results, based on a prohibited ground rather than on personal merit. This includes race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics and disability.

#### **2. Harassment**

Harassment is a form of discrimination. It includes any unwanted physical, verbal or written behavior directed against a person that is known, or ought reasonably to be known, to be unwelcome, offensive, humiliating, or demeaning.

Harassment includes:

1. displaying or circulating pictures or materials which could reasonably be expected to be offensive or unwelcome, in print or electronic form;
2. obtaining, retaining or circulating someone's personal information without their consent, except when required by law; and
3. inappropriate coercive behavior including bullying and repeated offensive or intimidating comments, phone calls or emails.

#### ***i. Sexual Harassment***

Sexual harassment is a form of discrimination and is any unwelcome sexual behavior that adversely affects, or threatens to affect, directly or indirectly, a person's working conditions. Sexual harassment is usually unwanted, often coercive, sexual behavior directed by one person toward another.

Sexual harassment includes inappropriate sexual touching, advances, suggestions, requests, comments or conduct of a sexual nature. Sexual harassment also includes:

1. sexual solicitation or unwanted sexual attention from a person who knows or ought reasonably to know that such attention is unwanted;
2. an implied or expressed promise of reward for complying with a sexually oriented request;
3. an implied or expressed threat of reprisal or actual reprisal for refusing to comply with a sexually oriented request;
4. a sexual relationship that constitutes an abuse of power in a relationship of authority; or
5. a sexually oriented comment or behavior that may reasonably be perceived to create a negative psychological and emotional environment .

#### ***ii. Psychological Harassment***

Psychological harassment is a form of discrimination and is any behaviour or conduct, verbal comments, and actions or gestures that is hostile or unwanted conduct that affect a person's dignity or psychological or physical integrity.

#### ***iii. Racial Harassment***

Racial harassment is a form of discrimination and includes the differential treatment of an individual based upon their race, national or ethnic origin, colour and religion.

### **3. Violence**

Violence includes but is not limited to the exercise of physical force by a person against another person. Appropriate and reasonable measures shall be undertaken by those in leadership roles to ensure that no volunteer is asked to or feels obliged to pursue activities that compromise their personal safety or security.

## **D. Specific Standards of Behaviour for Volunteers**

Every volunteer shall act honestly and in good faith, and exercise the care, skill and diligence that a reasonably prudent person would exercise.

### **1. Expenditures**

Volunteers shall abide by the CPC's policies with regard to expenditures and travel and shall only incur expenses as authorized by the CPC on behalf of the Conservative Fund Canada or by the board of the respective EDA. During an election campaign, no Volunteer will commit to an expenditure on behalf of the EDA, Campaign or the CPC without previous authorization of the applicable financial agent.

### **2. Personal Gains**

Volunteers must not use their status to obtain personal gain from those doing or seeking to do business with the CPC, EDA or Campaign. Additionally, they should neither seek nor accept gifts, payments, services, fees, special valuable privileges, vacation trips, accommodations or loans from any person (except in the case of loans, from persons in the business of lending and then only on conventional terms) or from any organization or group that does, or is seeking to do business with or gain or maintain an elected or appointed position with the CPC, EDA or Campaign.

### **3. Conflict of Interest**

Volunteers must bring awareness to situations in which their personal or business interests conflict or might conflict or might be reasonably seen to conflict with duties to the CPC, EDA or Campaign. Volunteers shall, at the first opportunity, disclose any conflict of interest in writing. The nature of this reported conflict must be noted in appropriate official records, such as meeting minutes.

### **4. Confidentiality**

At all times, the privacy and dignity of members, other volunteers, The CPC's staff and other persons must be respected. Volunteers may have access to personal Information and documents that are private and confidential in nature and must exercise reasonable care and caution to protect and maintain total confidentiality. Volunteers will not read records or discuss such information unless there is a legitimate purpose. All records are the property of the CPC and shall not be shared or disclosed unless required in the course of Volunteer Activities or as required by law.

### **5. Respectful conduct**

Volunteers must treat all fellow volunteers, the CPC's staff, and all others with whom they interact while engaging in volunteer activities with respect. Discrimination, harassment, violence or other behaviours that compromise the dignity and self-worth of others will not be tolerated.

## **E. Resolution for a Breach of the Code of Conduct**

### **1. Confidentiality**

Being a party to a reporting process under this Code of Conduct can be extremely stressful and upsetting, and we take the privacy of those involved very seriously. While we recognize that there will be some exceptions to the strict rule of confidentiality, it will generally be considered a violation of this Code of Conduct to breach confidentiality.

This Code of Conduct does not prohibit or restrict in any manner a Volunteer from reporting incidents of Harassment, Discrimination or Violence to any other authority, governmental or otherwise

### **2. Resolution**

In the event that a volunteer believes that another volunteer is in breach of the Code of Conduct, he/she is encouraged to attempt to resolve the breach as follows:

1. Discuss the situation with the person who is believed to have committed the offending conduct. In some cases, simply discussing the offending conduct may be sufficient to eliminate the behavior.

2. Report the conduct to a peer and together, seek to resolve the situation with the person who committed the offending conduct.
3. Report the situation to the President of the EDA, or to the Campaign Manager, or to the Executive Director or to the National Councillor in whose region the breach is alleged to have occurred.
4. In any event, the volunteer may also contact the Human Resources Director (**CPC Complaints Coordinator**) or the complaints line at the Party at [codeofconduct@conservative.ca](mailto:codeofconduct@conservative.ca) at the CPC.

## **F. Investigation for a Breach of the Code of Conduct**

Once the CPC Complaints Coordinator receives a complaint, the Complaints Coordinator will determine whether or not the conduct complained of merits an investigation. If an investigation is launched the Complaints Coordinator will determine its scope in consultation with the Executive Director. The Executive Director and the President of the CPC will be provided with a summary of the finding of the investigation. Where the complaint is substantiated, the Executive Director may take the appropriate measures that are within his/her discretion or submit a recommendation to the National Council. Upon the conclusion of the investigation, the complainant shall be made aware of the outcome but not the supporting reasons behind this decision unless required by applicable statutes or regulations. If the complaint does not merit an investigation, the Complaints Coordinator shall provide a written recommendation to the Executive Director of the CPC and will inform the complainant of that decision. The Complaints Coordinator is not required to provide supporting reasons behind this decision.

The National Council shall be provided with a report of all complaints and investigations submitted to the Complaints Coordinator that covers the number and types of complaints at each of its in-person meetings or as requested by National Council.

Notwithstanding the above, if the President of the National Council or the Executive Director of the CPC are the subject of the investigation, the respective person will be excluded from the investigative and reporting process.

## **G. Withdrawal of a Complaint**

A complainant may withdraw a report of a breach of the Code of Conduct at any time. However, the Complaint Coordinator remains obligated to pursue the matter if he/she believes that a continued investigation is required to comply with statutory requirements or is otherwise appropriate to ensure volunteers are free from discrimination, harassment or violence.

## **H. Posting and Communication Requirements**

A copy of this Code of Conduct must be displayed at CPC, EDA and Campaign offices in visible places as well as on the website of the CPC.

All EDA board members, as part of their annual written affirmation required under the EDA constitution, shall acknowledge receipt of this code and confirm that they have reviewed it and will abide by it.

The Campaign Manager of each campaign or the Executive Director's delegate shall review this Code of Conduct with volunteers at the start of and during the conduct of the campaign.

## I. Other Personnel

Employees of the CPC including, but not limited to, the regional organizer, are covered under a separate Code of Conduct at [www.conservative.ca](http://www.conservative.ca) This Code of Conduct for Volunteers applies to employees of the CPC only if they are engaged in volunteer activities outside the scope of their employment with the CPC.

National Councillors are bound by an additional Code of Conduct available at <https://www.conservative.ca/our-party/governing-documents/>

Members of Parliament and Senators are bound provisions regarding conduct for Members and conflict of interest matters exist in the Standing Orders of the House, the *Parliament of Canada Act* and the

*Criminal Code*. Also in place is the *Conflict of Interest and Post-Employment Code for Public Office-Holders*, in particular for Cabinet Ministers and Parliamentary Secretaries, issued by the Prime Minister's Office.