



## CODE OF CONDUCT

Calabogie 55+ Club ("Club") is a non-profit (NPO) social club that provides paying Members with a wide range of social benefits and services, such as, but not limited to, dinner meetings and social activities, including games, community involvement, etc.

The Code of Conduct ("Code") has been developed to ensure that the Club is a safe, friendly and respectful place for Members, Catering Companies and visitors to gather in the spirit of cooperation, relaxation, good will, fun and at times friendly competition. This Code of Conduct differs from and is distinctly separate from the Club's Constitution and By-Laws Document (revised September 2018) in that it addresses acceptable/unacceptable behaviour.

As Members, each of us has a responsibility to uphold the principles of:

**Behaving Responsibly.** Use good judgement, being honest and ethical in every action you take.

**Ask for help.** When an answer is not clear, ask for guidance before taking action.

**Report Concerns.** Report your concerns immediately to the Club President or Vice-President. If the concern involves the Club President or Vice-President, reports may be made to the Club's Secretary or Past President.

**Model the Code and our values.** Promote a culture of integrity by making ethical decisions and showing honesty and integrity in your actions.

### Code of Conduct Expectations

1. The Club and our facilities are free of any form of harassing behaviour. Any physical, verbal or sexual harassment will not be tolerated.
2. The Club is a friendly environment. Obscenities, aggressive, inappropriate or offensive behaviour shall not be tolerated.
3. Discrimination on the basis of race, colour, religion (creed), gender expression, age, national origin (ancestry), disability, marital status, or sexual orientations shall not be tolerated at the Club or any Club sponsored activity or event.
4. Members shall not denigrate, talk down to, or speak inappropriately and/or rudely to the executive, general membership, caterers, and/or guests.
5. Members shall treat other members, guests, caterers, fairly, equally and with respect and courtesy.
6. Members shall behave responsibly. All Members shall refrain from acting in a manner which may damage or jeopardize the reputation or name of the Club.

7. Members agree to pay all fees in relation to any Club dinner event or social activity which that Member has committed to, regardless of whether the Member attends the event or not.
8. Members agree to update all contact information with the Club. Members are responsible for communicating such changes to the Membership Director.

We realize that the Code will not cover every possible circumstance, especially when issues arise outside the foreseeable norms. The Code is broadly stated and thus, the Club's executive may modify the Code, as necessary.