

**1 CLOVERLEAF GARDEN CLUB OF MISSISSAUGA  
BY-LAWS**

**Code of Conduct –Appendix 1, Board Members**

**Oath of Office & Confidentiality Agreement**

**Oath of Office and Confidentiality Agreement**

I, \_\_\_\_\_, a Board Member of the Cloverleaf Garden Club of Mississauga (hereafter referred to as the Club), declare that, in carrying out my duties as a Board Member I will:

1. Exercise the powers of my office and fulfill my responsibilities in good faith, to the best of my abilities and in the best interests of the Club.
2. Carry out these responsibilities exercising all reasonable care.
3. Respect and support the current Constitution and By-Laws, Policies and Procedures and the decisions of the Board and the membership of the Club.
4. Review all related meeting information prepared in advance, attend, and participate in discussions of the Board and various standing committees.
5. Conduct myself in a spirit of collegiality and respect for the collective decisions of the Board.
6. Immediately declare any personal conflict of interest of which I am aware (see By-Laws, Article 19).
7. Respect the confidentiality of all Board related meetings, discussions, and correspondence, that have been identified as confidential.
8. Immediately report any potential breach of this Code of Conduct to the Chair of the Code of Conduct Committee in writing. I understand that an investigation of actual or perceived violations of the Code of Conduct may be conducted and may require me to step aside until such time as a review has been completed (see By-Laws, Article 21).
9. If an issue of breach has been raised by either the Board or any member of the Club against me, I understand that I may be required to step aside until such time as a review has been completed (see By-Laws, Article 21). If upon a full review and decision by the Code of Conduct Committee and following any subsequent appeal to the Officers, I am found in breach of the Code of Conduct, I will comply with the decision of the Board and/or appeal body.

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10. Cooperate fully and honestly if I am interviewed or asked to provide information regarding an actual or perceived breach. I may not interfere with individuals who may be witnesses to a matter under investigation, nor conceal or destroy any pertinent information.
11. Support the objectives of the Club.
12. Act in a manner that brings credibility and good will to the Club.
13. Respect the principles of due process and fair play.
14. Demonstrate respect for individuals in all manifestations of their cultural and linguistic diversity and life circumstances.
15. Respect and consider diverse and opposing viewpoints.
16. Demonstrate good faith, prudent judgment, honesty, transparency, and openness in my activities on behalf of the Club.
17. Ensure that the financial affairs of the Club are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities and public trustees.
18. Avoid actual and perceived conflicts of interest (see By-Laws, Article 19).
19. Conform with the Club Constitution and By-Laws, and Policies and Procedures approved by the Board.
20. Publicly demonstrate acceptance, respect and support for decisions legitimately taken by the Club.
21. Encourage a positive environment in which individual contributions are encouraged and valued.
22. Employ established communication channels when questions or concerns arise.
23. Refrain from trying to influence other Board Members outside of Board Meetings in a manner that might have the effect of creating factions and limit free and open discussion.
24. Act in a manner which cannot be perceived as or that is not actual harassment or abuse as defined below:
  - a) Harassment:  
Harassment consists of offensive, abusive, belittling or threatening behaviour. The behaviour is of a nature that a reasonable person would recognize as unwelcome and likely to cause the recipient to feel offended, humiliated, or intimidated.

b) Sexual Harassment:

A person is deemed to have sexually harassed another person if:

- 1) the person makes an unwelcome sexual advance, or an unwelcome request for sexual favours to the person harassed, or
- 2) the person engages in unwelcome conduct of a sexual nature in relation to the person harassed, in circumstances in which a reasonable person, would have anticipated that the person harassed would be offended, humiliated, or intimidated.

c) Behaviour Constituting Harassment:

Can take many different forms and may be explicit or implicit, physical, verbal, or non-verbal.

Examples include, but are not limited to:

- 1) jokes or comments directed at a person's body, looks, age, race, religion, sexual orientation, or disability;
- 2) abusive behaviour aimed at humiliating or intimidating someone in a less powerful position;
- 3) unwelcome remarks including teasing, name-calling, or insults, innuendo, or taunting;
- 4) homophobic comments and/or behaviours;
- 5) uninvited touching, kissing, embracing, or messaging;
- 6) unwelcome staring, leering, or ogling;
- 7) unwelcome smutty jokes and comments;
- 8) unwelcome persistent or intrusive questions about a person's private life;
- 9) repeated invitations to go out, especially after prior refusal;
- 10) unwelcome sexual propositions;
- 11) the use of promise or threat to coerce someone into sexual activity;
- 12) sexual insults, taunts, or name-calling;

d) Abuse:

Abuse can be defined as, but not limited to any act of threat involving molestation, harassment, corporal punishment, or any form of physical, sexual or mental abuse; the misuse of power or authority; treatment of an individual or persons in a harmful, injurious, and or offensive manner; speaking insultingly, harshly and /or unjustly to or about another person(s); or committing an act of sexual assault.

Once read, the lower right corner of each page should be initialed by the member to indicate that each page has been read.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Signature)