



Columbia Bands, Inc.

Code of Conduct

Purpose:

The Columbia Bands, Inc. (CBI) defines for everyone involved in the CBI in any capacity 1) the required standards of ethical conduct; 2) the outcomes we are committed to; and 3) the behaviors which are unacceptable and not tolerated. The intent of the Code is to provide a framework to promote ethical day to day conduct and decision making. The Code does not replace the need for common sense and common decency in how Members conduct themselves.

Requirements:

All Members, Directors, Contractors, and Volunteers (collectively referenced as Members for this document) must abide by the Code of Conduct and the principles that it promotes.

Responsibilities:

All Members are responsible for applying and complying with the Code. The Board of Directors is responsible for ensuring the awareness and compliance with the Code.

What happens if there is a breach of the Code?

There is a range of consequences for breaches of the Code depending on the nature and seriousness of the matter. The Board of Directors has a responsibility to address alleged breaches promptly (as defined by the Operating Procedures and Grievance Process) and in a fair and reasonable manner. They need to assess the seriousness of any alleged breaches and how they should be dealt with. Possible outcomes for a Members who have breached the Code may be:

- Counselling;
- Conduct improvement plans;
- Formal disciplinary action;
- Referral to the police in case of suspected possible criminal activity; or
- Termination of membership or service to the organization

What to do if you are concerned about a breach of the Code

Members should report any breach or concerns about a breach to the President or any member of the Board of Directors.

Protection for people who raise concerns

The CBI is committed to protecting any person who raises concerns about a breach from retaliation or reprisals. Any attempt to make detrimental action against a person who raises a legitimate breach will be treated seriously and may lead to disciplinary action.

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The Code requires members to adhere to the standards set out below. These standards also apply to social activities related to any member of CBI that take place outside CBI premises and activities, and to comments made about other Members on social media where the status of the person making the comments as a CBI member is indicated or can be inferred.

1) Promote a positive musical environment

- a. Treat everyone with courtesy and respect and with due sensitivity to the needs of people with different backgrounds and cultures;
- b. Treat everyone in a way that promotes harmonious and productive relationships and a collaborative teamwork approach;
- c. Do not bully or harass anyone or discriminate against them;
- d. Do not encourage or support others in harassing or bullying, or in acting in a way that is contrary to harmonious relationships among the Members;
- e. Where appropriate, attempt to settle any complaints, disagreements or grievances involving other Members themselves in the first instance.

2) Demonstrate honesty and integrity

- a. Avoid situations which may give rise to financial or other conflicts of interest, and should any conflicts or possible perceptions of such conflicts arise, declare them immediately to the President;
- b. Ensure that their actions and decisions are not influenced by self-interest or considerations of personal gain or other improper motives;
- c. Not accept bribes or inducements that are intended to influence their decisions or action;
- d. Not make threats or otherwise attempt to intimidate anyone in any way.

3) Act competently and ethically

- a. Not be under the influence of alcohol or drugs during rehearsals or performances;
- b. Carry out their responsibilities diligently and efficiently;
- c. Comply with all applicable CBI policies and procedures;
- d. Avoid conduct that could bring the CBI or any of its Members into disrepute, including when using social media;
- e. Act in a way that protects and promotes the interests of the CBI.

4) Maintain the security of confidential official information

- a. Keep secure and confidential all personal information and records;
- b. Not release or use official information without proper authority, such as discussing or providing information on social media that could identify Members or divulge personal information;
- c. Not disclose, use or take advantage of confidential information obtained in the course of their membership, including when they cease to be a member in the CBI

5) Maintain appropriate relationships with Members

- a. Members must not take an unfair advantage of or exploit any relationship with other CBI Members in any way.