



Code of Conduct

Policy

The purpose of ONABSE is to promote and facilitate the education of all students, African Canadian students in particular; to establish a coalition of African Canadian Educators and others directly or indirectly involved in the educational process; to create a forum for the exchange of ideas and strategies to improve educational opportunities for African Canadians; to identify and develop African Canadian professionals who will assume leadership positions in education and to influence public policy concerning the education of African Canadian people.

The Code is organized into categories, as follows:

Service

1. Always act with fairness, honesty, integrity and openness; respect the opinions of others and treat all with equality and dignity without regard to gender, race, colour, creed, ancestry, place of origin, political beliefs, religion, marital status, disability, age, or sexual orientation.
2. Promote the mission and objectives of the Ontario Alliance of Black School Educators in all dealings with the public on behalf of the Organization and within the Ontario Alliance of Black School Educators.
3. Provide a positive and valued experience for those receiving service within and outside the Ontario Alliance of Black School Educators.

Accountability

1. Act with honesty and integrity and in accordance with any professional standards and / or governing laws and legislation that have application to the responsibilities you perform for or on behalf of the Ontario Alliance of Black School Educators. ONABSE is a provincial organization.
2. Comply with both the letter and the spirit of any training or orientation provided to you by the Ontario Alliance of Black School Educators in connection with those responsibilities.
3. Adhere to the policies and procedures of the Ontario Alliance of Black School Educators and support the decisions and directions of the provincial Board and its delegated authority.
4. Take responsibility for your actions and decisions. Follow reporting lines to facilitate the effective resolution of problems. Ensure that you do not exceed the authority of your position.



Code of Conduct

Conflict of interest

Conflict of interest arises when a person participates in a decision about a matter (including any contract or arrangement of employment, leasing, sale or provision of goods and services) which may benefit or be seen to benefit that person because of his/her direct or indirect monetary or financial interests affected by or involved in that matter.

It is the duty of any person taking part in the operations of the Ontario Alliance of Black School Educators to adhere to the Conflict of Interest Policy at all times. In the event that such a matter arises, the person shall formally disclose the interest, refrain from attempting to persuade or influence other persons participating in the decision, and shall not cast any vote on the matter.

Confidentiality

1. Respect and maintain the confidentiality of information gained as a volunteer or employee, including, but not limited to, all computer software and files, the Ontario Alliance of Black School Educators business documents and printouts, and all volunteer, employee membership, donor and supporter records.

Personal or sexual harassment

Sexual harassment is any conduct, comment, gesture or contact of a sexual nature that one would find to be unwanted or unwelcome by any individual, or that might, on reasonable grounds, be perceived by that individual as placing a condition of sexual nature on an employment or career development.

Personal harassment means any conduct whether verbal or physical that is discriminating in nature, based upon another person's race, colour, ancestry, place of origin, political beliefs, religion, marital status, physical or mental disability, sex, age or sexual orientation. It is discriminatory behaviour, directed at an individual, that is unwanted or unwelcome and causes substantial distress in that person and serves no legitimate work-related purpose.

The Ontario Alliance of Black School Educators has a zero tolerance policy with respect to Personal/Sexual Harassment. In any form is strictly prohibited and may be grounds for termination as a volunteer, or, in the case of an employee, immediate dismissal for just cause without notice or pay in lieu of notice.

Procedures for the care of others who may be vulnerable because of age or disability

In the course of providing the Ontario Alliance of Black School Educators service, our volunteers, employees, and third party service providers may come into contact with



Code of Conduct

vulnerable individuals. These individuals are those who may be at risk of harm or harassment because of their age or disability. When this occurs, the following procedures should be followed:

1. Should be volunteer sector screened.
2. Where practical to do so, the Ontario Alliance of Black School Educators related one-on-one meetings with clients who may be vulnerable be conducted in a business-like setting, public location or in an area that is private but visible to others.
3. The Ontario Alliance of Black School Educators volunteers, employees, and third party service providers who seek to initiate personal contact with vulnerable clients outside the Ontario Alliance of Black School Educators program, are asked to seek prior approval from the appropriate employee/leadership volunteer, and, in the case of children/youth, from the parent/ guardian.

Implementation

Strict observance of the Code is fundamental to the activity and reputation of the Ontario Alliance of Black School Educators. It is essential that all direct service program volunteers (those in face to face contact with the Association's clients), provincial Board members, volunteers, all employees (permanent full-time, hourly, fixed term contract, permanent part-time), and any other third party service provider in face-to-face contact with our clients adhere to this Code. They will certify this by signing a Declaration that they have read and will abide by this Code.