



Canadian Office and Professional Employees Union (COPE) Local 397's mandate is to organize and defend workers and to promote social and economic justice for all our members and workers in Canada. COPE Local 397 aims to promote our core values which include the principles of solidarity, equality, democracy, integrity, and respect. We are committed to mobilizing our energy and skills to work together to promote these values and to achieve these goals in our union, our communities, and globally.

COPE Local 397 is committed to our Union being inclusive, welcoming, free from harassment, discrimination, bullying and intimidation. COPE Local 397 will provide a safe environment for all members, elected officers and our staff to do the work of our Union. In return COPE Local 397 expects that the respect, understanding and cooperation will be mutual.

Our Code of Conduct sets out our standards and expectations of the behaviour of our elected officers, staff and members at National Conventions and Conferences, all schools, meetings, and other events attended as a representative of COPE Local 397.

The Code of Conduct is intended to deal with complaints of inappropriate behaviour at events attended as a representative of COPE Local 397.

As COPE Local 397 members, elected officers and staff we must commit to the Union and each other that we will be governed by the principles of our Code of Conduct. We will agree:

- to be respectful of our views and the views of others,
- to communicate openly and honestly,
- to offer support and encouragement to everyone,
- not to discriminate, bully or harass each other,
- not to engage in offensive language or conduct,
- to commit to respectful and appropriate conduct on social media,
- to take responsibility and not engage in inappropriate behaviour due to abuse of alcohol or other drugs while participating or representing our Local Union in union activities including social events.

#### Handling of complaints of the Code of Conduct

1. If possible a member may attempt to deal directly with the person alleged to have engaged in behaviour contrary to the Code of Conduct, by telling them to stop such inappropriate behaviour. If the problem is not resolved the member may bring forward the complaint to the Accountability Committee.

2. The Accountability Committee will review all complaints and reach a resolve or make recommendations to the Executive Board on how to handle each situation that is brought to their attention. All unresolved issues will go to the Prairie Council.
3. If attending an event where there is an Ombudsperson the complaint should be brought to their attention. The Ombudsperson will seek a resolve to the issue.
4. In case a person is expelled from an event the President or designate will be notified immediately. The President or designate will investigate the issue and present to the Executive Board with their recommendations. The Executive will support the President or designate's resolve or make the recommendation to present to the Prairie Council.

The Code of Conduct is designed to create a safe, respectful environment that is supportive to all. It is to strengthen the rights and obligations of all elected officers, members and staff of COPE Local 397.