

**THE CANADIAN ASSOCIATION
OF BUSINESS STUDENTS INC.**



REGISTERED DOCUMENT			
DOCUMENT TITLE			
CODE OF CONDUCT POLICY			
VERSION	EFFECTIVE DATE	PRIOR REVIEW DATE	
1.0	2023	FEBRUARY 22, 2023	
REVIEW AUTHORITY		REVIEW INTERVAL	
<ul style="list-style-type: none"> GOVERNANCE COMMITTEE BOARD OF DIRECTORS 		ONCE ANNUALLY	
CERTIFYING DIRECTOR OR OFFICER			
TITLE		NAME	
SECRETARY		COLE HUTCHISON	
SIGNATURE			DATE
<i>Cole Hutchison</i>			MARCH 6, 2023
APPROVALS			
#	BOD MEETING	MEETING MINUTES	DATE
1	FEBRUARY	MEETING MINUTES	2023-02-22

General Provisions

1. Purpose and Scope

- 1.1. The Corporation has strict moral and ethical values to protect our stakeholders and uphold the vision and mission of CABS. We seek to develop a community of stakeholders that abide by our moral and ethical values to ensure a safe and inclusive environment for all.

- 1.2. The purpose of this policy is to provide clear guidance to CABS Stakeholders and to ensure consistency amongst participants of all CABS events, taking place virtually and/or in person.
- 1.3. The below policy will outline principles that we expect our stakeholders to uphold. Any breach or violation of this code of conduct will result in a review and possible discipline as specified in this policy.
- 1.4. The scope of this policy extends to the entirety of the Corporation, including any sub-body of the Corporation duly charged with organizing any of the Corporation's events. The scope of this policy also extends to all external stakeholders and participants of CABS and CABS-hosted events.

2. Definitions

- 2.1. All definitions featured in this document are prescribed in the Policy on Definitions of the Corporation, which shall constitute an integral part of this policy.
- 2.2. For the sake of this policy, "Internal Stakeholders" hereby includes:
 - 2.2.1. Any and all Employees of the Corporation including members of the Leadership Team, Voting and Non-Voting members of the Board;
 - 2.2.2. PT for Competitions and JDCC;
 - 2.2.3. Members of Board Committees;
 - 2.2.4. Any volunteers for the sake of executing competitions or conferences.
- 2.3. For the sake of this policy, "External Stakeholders" hereby includes:
 - 2.3.1. Event participants, delegates of competitions and/or conferences;
 - 2.3.2. Corporate partners and their associated volunteers present for any and all events;
 - 2.3.3. Faculty and representatives of delegations, member schools, and non-member schools, present at any and all CABS events.
- 2.4. The following definitions are outlined for the sake of this policy and any variations of the Code of Conduct for the sake of
- 2.5. The definition of sexual harassment is defined as but is not limited to:
 - 2.5.1.1. Conduct, comment, gesture or contact of a sexual nature that is offensive, unsolicited or unwelcome.
 - 2.5.1.2. Includes vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity, or where the course of comment or conduct is known or ought reasonably to be known to be unwelcome.
- 2.5.2. The definition of violence is defined as but is not limited to:

- 2.5.2.1. Attempted, threatened, or actual conduct of a person that causes or is likely to cause injury and includes any threatening statement or behaviour that gives a worker reasonable cause to believe that the worker
- 2.5.3. The definition of harassment is defined as but is not limited to:
 - 2.5.3.1. Inappropriate conduct, comments, display, actions, or gestures, whether repeated or a single occurrence, by a person that constitutes a threat to the health or safety of an employee;
 - 2.5.3.2. Is based on a protected ground or that negatively affects the employee's psychological or physical wellbeing and that the person knows or ought reasonably to know it would humiliate or intimidate the employee.
- 2.5.4. "Protected Group" or "Ground" is defined as per the Canadian Human Rights Act (R.S.C., 1985, c. H-6) in Part I: Proscribed Discrimination (General).

3. CABS Organizers' Responsibilities

- 3.1. Organizers' responsibilities are integral to this policy and are enforced as they are outlined in the CABS Conferences Policy.
- 3.2. Organizers, as listed in the Conferences Policy include the VP Conferences and PT. For the sake of this policy, the Organizer's Responsibilities also extend to the VP Competitions and JDCC PT.
- 3.3. For the sake of the CABS Code of Conduct Policy, provisions of Inclusivity and Safety, outlined within the Conferences Policy, extend to all internal stakeholders.
- 3.4. If emergency services are notified for any reason at a CABS event, an internal stakeholder must be notified immediately. The initial person of contact is then responsible for notifying the CABS LT member in charge of the event.
 - 3.4.1. Emergency services include but are not limited to police, ambulance, and firefighting services.
 - 3.4.2. If any of the listed services are notified for any reason, CABS reserves the right to be released from liability for the incident, as per the Conferences Policy, and any other waivers that delegates have signed.

4. Code of Conduct Expected of Internal Stakeholders

- 4.1. For the sake of this policy, internal stakeholders include the CABS Board of Directors, CABS LT, PT, and event volunteers.
- 4.2. As leaders of the Corporation, members of the internal stakeholder group are required to represent the Corporation in a positive manner at all times. This includes respecting the Code of Conduct and representing CABS vision and mission at all times.
- 4.3. Expected behaviour of CABS Internal Stakeholders:
 - 4.3.1. Recognizing your position as a leader and role model at CABS events, actively setting a positive example for all external stakeholders and event participants.
 - 4.3.2. Being considerate and respectful to all community members at all times
 - 4.3.3. Refraining from demeaning, discriminatory, or harassing behaviour, materials, and speech
 - 4.3.4. Being an active participant in event offerings
 - 4.3.5. Remaining timely and considerate of event schedules
 - 4.3.6. Speaking up if anything that conflicts with this Code of Conduct is observed.
 - 4.3.7.
- 4.4. Unacceptable behaviour of CABS Internal Stakeholders:
 - 4.4.1. Intimidating, harassing, abusive, discriminatory, derogatory, or demeaning speech, materials, or conduct by any Participant while engaging in activities related to and/or hosted by the Corporation.
 - 4.4.2. Excessive drinking and no open liquor in hallways, elevators, stairwells, or any other public areas
 - 4.4.3. Illegal substance use in any form, at any time
 - 4.4.4. Violent or disrespectful behaviour
 - 4.4.5. Being overly loud or disturbing within event venues, both in-person and online
 - 4.4.6. Smoking in hotel rooms
- 4.5. All internal stakeholders participating in CABS flagship conferences and competitions are required to read and confirm their understanding of the Code of Conduct prior to events.
- 4.6. CABS internal stakeholders are responsible for ensuring participants are aware of the Code of Conduct policy, and the delegate expectations. A summarized, digestible version will be provided to all participants at the time of registration.

5. Code of Conduct Expected by Delegates of Flagship Conferences and Competitions

- 5.1. All delegates of flagship conferences and competitions are expected to conduct themselves in a professional and safe manner.
- 5.2. It is of the utmost importance to represent oneself, one's school, and CABS in a positive manner to venues, speakers, and other participants.
- 5.3. Expected behaviour of delegates of flagship conferences and competitions:
 - 5.3.1. Being considerate and respectful to all community members at all times
 - 5.3.2. Refraining from demeaning, discriminatory, or harassing behaviour, materials, and speech
 - 5.3.3. Being an active participant in event offerings and using conference time for personal leisure will not be tolerated.
 - 5.3.3.1. CABS Internal Stakeholders will be responsible for reporting any behaviour of the sort with the delegate's BSA President and/or Faculty Advisor
 - 5.3.4. Remaining timely and considerate of event schedules
 - 5.3.5. Leaving any venue spaces in the condition they were in upon arrival. All incidentals or damages will be the responsibility of the participant(s).
 - 5.3.6. Speaking up if anything that conflicts with this Code of Conduct is observed.
- 5.4. Unacceptable behaviour of delegates of flagship conferences and competitions:
 - 5.4.1. Inappropriate conduct, comments, display, actions, or gestures, whether repeated or a single occurrence, by a person that constitutes a threat to the health or safety of a participant and is based on a protected ground, or that negatively affects the participant's psychological or physical wellbeing and that the person knows or ought reasonably to know it would humiliate or intimidate the participant.
 - 5.4.2. Harassment, intimidating, abusive, discriminatory, derogatory, or demeaning speech, materials, or conduct by any Participants of the event and related event activities.
 - 5.4.2.1. Actions include but are not limited to verbal abuse, physical violence, and sexual harassment.
 - 5.4.3. Excessive drinking and no open liquor in hallways, elevators, stairwells, or any other public areas

- 5.4.3.1. Note that the CABS team will confiscate any open liquor in public areas
- 5.4.4. Illegal substance use in any form, at any time
- 5.4.5. Violent or disrespectful behaviour
- 5.4.6. Being overly loud or disturbing others in venues and event spaces, including virtual event platforms.
- 5.4.7. Smoking in hotel rooms
- 5.5. All delegates of CABS flagship conferences and competitions will be required to read and confirm their understanding of the Code of Conduct at the time of registration.

6. Failure to Comply with the Policy

- 6.1. Unacceptable behaviour will not be tolerated. Failure to adhere to the Code of Conduct may result in removal from the event, permanent expulsion from CABS events, or disciplinary actions against the perpetrator's member BSA.

7. Witnessing or Being Subjected to Unacceptable Behaviour

- 7.1. If participants are subjected to unacceptable behaviour, notice that someone else is being subjected to unacceptable behaviour, or have any other concerns, participants are obligated to notify the CABS Leadership Team or use the CABS Incident Reporting Tool. CABS' priority is to ensure the safety of all participants of events.
- 7.2. The HR Committee and any appropriate reviewing parties will ensure that anyone involved in reported incidents is treated with their comfort and safety in mind.
- 7.3. Any incidents reported will be addressed in accordance with the HR and Business Ethics Policy.