



GOVERNANCE POLICY

Title: **CCSAI Code of Conduct Policy**

Responsibility: Advocacy Coordinator and Research Coordinator

Created: November 2017

Approved by Governance Committee: October 14, 2021

Approved by CCSAI Full Board:

PREAMBLE

The Centennial College Student Association Inc. (CCSAI) is committed to maintaining excellence and integrity in the conduct of its business. The CCSAI expects members of the Board of Directors to serve with decorum, civility and integrity and operate to the highest ethical standards, as role models of institutional citizenship. This Code of Conduct policy ("The Code") is designed as a set of guidelines to provide direction to board members while conducting the affairs of the association. This policy applies to all board members, both on and off campus. It is the responsibility of all members of the Board of Directors to uphold and enforce this Code.

1.0 PRINCIPLES OF CONDUCT

- 1.1 All members of the Board of Directors shall create a respectful environment by:
 - 1.1.1 Develop working relationships based on openness, collaboration and a commitment to support other board members, the Executive Director, and the CCSAI staff.
 - 1.1.2 Demonstrate civility, courtesy and respect in all dealings with board members, the Executive Director, CCSAI staff, students and college employees.
 - 1.1.3 Disagree respectfully with others; refrain from engaging in antagonistic discussions or behaviours.
 - 1.1.4 Refrain from participating in the spread of negative, malicious or unkind remarks or rumours.
 - 1.1.5 Value and embrace diversity, equity and inclusion.
 - 1.1.6 Demonstrate care for others and the community as a whole.
- 1.2 All members of the Board of Directors shall be knowledgeable and prepared by:
 - 1.2.1 Knowing and understanding the CCSAI's goals, Bylaws, policies, programs and services.
 - 1.2.1 Fully understanding the duties and responsibilities of the board and the assigned duties of their specific position.

- 1.2.3 Attending all board and committee meetings and participate conscientiously through active listening and by asking timely and substantive questions.
- 1.2.4 Setting aside time to read and reflect on all materials sent prior to meetings.
- 1.2.5 Speaking up and ask for more information in order to better understand and be fully briefed on an issue.
- 1.2.6 Demonstrating a readiness to learn and grown in their role.
- 1.3 All members of the Board of Directors shall engage in professional conduct by:
 - 1.3.1 Ensure efficient, accurate, thoroughness and responsible follow-through on assigned duties.
 - 1.3.2 Refrain from using office hours for socializing and conducting school work and personal business.
 - 1.3.3 Refrain from drinking alcohol on CCSAI property, and drink responsibly at off campus CCSAI and College event.
 - 1.3.4 Demonstrate professionalism in all meetings of the Board, including committee meetings. This includes following established meeting procedures and protocols.
 - 1.3.5 Refrain from engaging in any conduct which is dishonest, fraudulent, deceitful or misrepresentative.
 - 1.3.6 Act within the scope of Board member authority ie at CCSAI events, comply with established event protocols follow directives of the event lead.
 - 1.3.7 Respect and maintain stated or implicit confidentiality on occasions where confidential information is provided.
 - 1.3.8 Ensure that your personal or political allegiances or employment outside the CCSAI do not affect your ability to meet the responsibilities assigned to you.
 - 1.3.9 Comply with all other CCSAI policies.
 - 1.3.10 Refrain from intentionally damaging, destroying, or moving without authority, any property of the CCSAI.
- 1.4 All members of the Board of Directors shall be independently minded by:
 - 1.4.1 Always exercise authority in the best interest of the CCSAI.
 - 1.4.2 Speak freely, welcome all viewpoints and encourage debate.

- 1.4.3 Refuse to allow one's vote to be unduly influenced by others.
- 1.4.4 Create policies, procedures, processes and norms that reinforce independent decision making.
- 1.5 All members of the Board of Directors shall act as team players by:
 - 1.5.1 Refraining from trying to influence other board members outside of board meetings that might have the effect of creating factions and limiting free and open discussion.
 - 1.5.2 Refraining from disclosing or discussing differences of opinion on the board with those who are not members (i.e., the college community).
 - 1.5.3 On important issues where views differ, balancing their efforts to understand other board members and to make yourself understood.
 - 1.5.4 Encouraging constructive criticism and suggestions for improvement.
 - 1.5.5 Once a Board decision has been made, supporting the decision even if one's own view differs.
 - 1.5.6 Bringing goodwill and a sense of positivity to the board's deliberations.
- 1.6 All members of the Board of Directors shall serve as ambassadors for the CCSAI by:
 - 1.6.1 Acting as guardians of the CCSAI's Vision and Mission.
 - 1.6.2 Being an advocate for the CCSAI and its mission wherever and whenever the opportunity arises at the college, and within your own personal and professional and networks – both in person and online.
 - 1.6.3 Presenting the CCSAI's accomplishments as well as its needs and current challenges when appropriate.
 - 1.6.4 Speaking for the board or the CCSAI (i.e., to the media) only when authorized to do so.
 - 1.6.5 Communicating externally with "one voice"; only publicly represent the board on opinions, standpoints, or positions that have been officially adopted by the CCSAI.
 - 1.6.6 Clearly indicate when opinions are your own, and not the official position of the CCSAI.

2.0 SANCTIONING PROTOCOL

- 2.1 When a board member(s) witnesses behavior that they perceive to be a violation of The Code, they shall engage their colleague in a conversation about the matter. The goal of the conversation will be to share their concern, understand the perspective of their colleague and resolve the matter.
- 2.2 Any board member who is found to be in violation of the guidelines outlined in this policy may be subject to any of the following sanctions and disciplinary/corrective actions:

- 2.1.1 A verbal warning.
- 2.1.2 A letter of reprimand.
- 2.1.3 A formal verbal or written apology to the involved party/parties.
- 2.1.4 Payment of damages to equipment or facilities, where appropriate.
- 2.1.7 Suspension or removal from the board.
- 2.2 Concerns that a board member has violated The Code shall be brought to the President. The President in conjunction with the ED/CEO, shall resolve the matter in accordance with this protocol.
- 2.3 Concerns that President has violated The Code shall be brought to the attention of the Executive Director/CEO (ED/CEO), who shall resolve the matter in accordance with this protocol.
- 2.4 The President and/or the ED/CEO shall take the following steps to resolve the matter:
 - 2.4.1 Conduct a fact finding to determine whether a violation has occurred.
 - 2.4.2 Determine the appropriate sanction as per section 2.4 of this Code.
 - 2.4.3 Communicate shall their findings in person, and in writing, with the Board member.
 - 2.4.4 Where suspension or removal from the board is deemed appropriate, the President and/or ED/CEO shall prepare a report for presentation to the Board with their findings and their recommendations. The Board shall make a decision as per section V2 of the Bylaws.
- 2.5 Appeals of decisions made by the ED/CEO shall be made in writing and submitted to the Board. The Board shall hear the matter, in camera, at the soonest scheduled meeting of the Board. When hearing an appeal, the Board shall consider all evidence gathered and will make a decision to dismiss, set aside, vary or uphold the sanction or impose any of the sanctions or disciplinary/corrective actions as per section 2.1 of this Code.

3.0 REVISION LOG

Date	Summary of Changes
March 2022	<ul style="list-style-type: none"> • Added to the Preamble - <i>It is the responsibility of all members of the Board of Directors to uphold and enforce this Code.</i> • Added to the end of 1.6.2 in Principles of Conduct - <i>both in person and online.</i> • Sanctioning Protocol completely revised
Apr 2024	<ul style="list-style-type: none"> • Minor changes – Format and updated branding