



Serving Seniors Inc.

Code of Conduct

Serving Seniors Inc. is a community-based organization dedicated to providing programs that are focused on improving the physical health, mental health and social opportunities for the community. Participation in the organization’s programs is subject to the observance of the organization’s rules and procedures. The focus of Serving Seniors Inc. and Pat Porter Active Living Centre is to have fun, build community and encourage everyone to remain active.

24 hour rule: Any negative situation during, or after a game/program will be discussed with the members involved and a staff/board member *24 hours* after the confrontation. Confrontation includes, but is not limited to any conversation, which elevated from a normal speaking tone and demeanor to one, which involves yelling, profanity, or derogatory comments towards a coach, volunteer, player, member or staff.

The activities outlined below are strictly prohibited. Anyone who violates this Code is subject to discipline, up to and including removal from the program.

- Abusive language towards a staff member, volunteer or another participant.
- Failure to adhere to the 24 hour rule stated on the Code of Conduct
- Possession of illegal drugs on Serving Senior Inc.’s property or reporting to the program while under the influence of drugs or alcohol.
- Bringing onto Serving Seniors Inc.’s property dangerous or unauthorized materials such as explosives, firearms, weapons or other similar items.
- Discourtesy or rudeness to a fellow participant, staff member or volunteer.
- Verbal, physical or visual harassment of another participant, staff member or volunteer.
- Actual or threatened violence toward any individual or group.
- Conduct endangering the life, safety, health or well-being of others.
- Failure to follow any agency policy or procedure.
- Bullying or taking unfair advantage of any participant.
- Failing to cooperate with a supervisor/leader/coordinator/director/staff.

I have read and I understand Serving Senior Inc.’s Code of Conduct. I agree to abide by the rules described above, understand that I may be removed as a participant, and be subject to the progressive discipline policy, if I violate any of these rules.

Signature _____

Date _____

Witness _____

Date _____

What is Harassment? Harassment is behavior towards a person that causes mental or emotional suffering, which includes repeated unwanted contacts without a reasonable purpose, insults, threats, touching or offensive language.

What is Bullying? Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.



Progressive discipline policy:

Any person deemed by the Coordinator, Executive Director, and/or Board Executive to have breached the code of conduct may be subject to the following progressive discipline, IF the breach was reported within 48 hours to the Coordinator or Executive Director by the individual(s) who were involved. Any outside, third party reports will not be accepted.

Progressive Discipline Procedure

1. Individual found having breached the Code of Conduct will be asked to leave for 48 hours inclusive and return to meet with a Board Executive and Executive Director, as well as others who the Board Executive deems appropriate.
2. If the individual has repeated the breach and has been deemed guilty of the breach, within a year will be subject to a one-week suspension effective immediately and be required to speak with the Board President and Executive Director.
3. If there is a third guilty offence within a year of the second offence the individual's membership will be up for revoking with a 75% vote from the Board of Directors. They will then be suspended for 6 months to a year depending on the severity of the situation, to be determined by the Board of Directors.