

Woodstock Horticultural Society

Code of Conduct

The Woodstock Horticultural Society (WHS) is a volunteer organization committed to fostering an environment in which everyone with whom we engage is treated with dignity, respect and courtesy.

Part A:

All members of the WHS shall conduct themselves in a manner that:

1. Supports and acts in the best interest of WHS during all meetings and events;
2. Is respectful of cultural and linguistic diversity and life circumstances;
3. Gives respect to diverse and opposing viewpoints;
4. Cannot be perceived as, or actually engage in harassment or abuse as defined, but not limited to, below. (Part B)

Part B:

Definitions

1. Harassment:

Harassment consists of offensive, abusive, belittling or threatening behaviour, making false accusations, raising your voice in a threatening manner, attempting to intimidate, directed at any person or people.

This includes behaviour that any reasonable person would recognize as unwelcome.

2. Abuse:

Abuse can be defined as, but not limited to, any act of threat involving molestation, harassment, corporal punishment or any form of physical, sexual or mental abuse, as well as the misuse of power or authority.

Complaints Procedure for Code of Conduct:

If a Member is alleged to be in breach of the Code of Conduct, a complaint may be made against them either by the person directly affected or by anyone who witnesses the breach.

Complaints will be:

- ❖ dealt with promptly and resolved as quickly as possible;
- ❖ any review will be confidential, fair, impartial, and respectful to all parties;
- ❖ any decision will be shared with the person filing the complaint and to the person to which the breach is alleged.

Complaint Process:

1. **INFORMAL RESOLUTION:** The complainant is encouraged to speak to the alleged offender (*if they feel safe to do so*) to try to resolve the issue themselves.
2. **FORMAL RESOLUTION (i):** If an informal resolution cannot be reached, then a formal complaint should be made in writing to the Complaint Resolution Mediator Committee. (Mediators)
This complaint should contain the following information: Who / What / Where / When and the effect it had on the complainant.
The names of witnesses to the event should be included whenever possible.

The Lead Mediator will work with all parties to attempt to reach an appropriate resolution. The Mediator may involve the president and up to two executive members as needed.
3. **FORMAL RESOLUTION (ii):** If a resolution cannot be reached, the matter will be referred to OHA District 10 Director/ Code of Conduct Committee.
4. The OHA Code of Conduct Committee would be the next and final step.
5. Resolution may involve revocation of membership in WHS.

Failure to agree to and abide by this Code of Conduct may result in a meeting with the president, a meeting with the Committee, and may result in revocation of your membership in the Woodstock Horticultural Society

Please initial page 1, and sign below, to indicate that you have read this document and agree to abide by the WHS Code of Conduct.

Date: _____

Please print your name: _____

Signature: _____

The complete code may be found on the Woodstock Horticultural Society Website.