

Positive Leadership Development Institute **Code of Conduct & Accountability**



(Please use a pen to complete this form)

I, _____ (name of Facilitator/Participant), am **committed to building a strong, empowered, responsible and ethical community.**

I commit to operating in a **respectful manner that illustrates and values my personal and community integrity.**

I am individually responsible and accountable for my own words and actions.

I understand that in my community, confidentiality is essential in order to ensure personal and professional safety, so that everyone can feel free to participate fully.

I understand that my community consists of people from diverse racial and cultural backgrounds and sexual identities, with individual life experiences. I will value, respect and welcome all sources of knowledge and experience.

I also understand that it is a basic core need to be listened to, heard, and accepted with dignity and respect.

Initials _____



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Persons attending Ontario AIDS Network-sponsored programs, conferences, retreats, workshops, etc., are expected to conduct themselves in an appropriate manner, displaying respect and consideration for all other persons participating;

Improper and disruptive conduct during sponsored programs will not be accepted or tolerated. Improper conduct includes, but is not limited to the following:

- o breach of confidentiality; b) misuse of confidential information; c) unauthorized use of OAN materials and/or supplies; d) disruptive and/or abusive language; e) disruptive and/or abusive actions; f) willful neglect; g) disregard for policies; h) fighting; i) misuse of funds allocated for funding purposes.

Persons receiving funding from the OAN to attend or participate in sponsored programs are expected to attend all seminars, workshops, sessions, etc., which are part of the OAN-sponsored programs.

(Exceptions will apply regarding health-related and/or exceptional circumstances. It is the responsibility of the individual to inform their representatives as to the reason for lateness or absence.)

Failure to comply with this code, will result in:

- o Being asked to cease their actions; b) being asked to leave the program, conference, retreat, workshop, etc.; c) denial of admittance and/or funding for future OAN program; d) being subject to further disciplinary action.

You are expected to follow these guidelines while attending any OAN event

Initials _____



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Accountability

I understand that as part of this community, my actions and words impact others within the community.

Therefore, I agree and take responsibility for the following:

I am individually accountable for my words and actions at all times through all types of communication, in which I participate (personal, electronic, via a social network, etc.). I accept responsibility to be accountable for any harm to an individual, group or community.

In the event that I may have caused harm to someone, I will take responsibility and deal directly with the person or persons that I have harmed, in order to find a mutual resolution.

If a mutual resolution is not found, then I will acknowledge that I need some assistance, and will consult with a member(s) of the PLDI manager to help me and the person or persons I have harmed to find a resolution.

When I perceive that a breach of the Code of Conduct has occurred, by myself or others, I will bring my concerns to the PLDI manager

Initials _____



I have read and commit to respecting the Code of Conduct and Accountability documents.

I understand that this is necessary in order for PLDI to fulfill its' mission and values.

Therefore, my responsibilities include:

- I am individually accountable for my words and actions at all times. Any type of communication, malicious or otherwise, in which I participate (personal, electronic, via a social network, etc.) which causes harm to an individual, group or community, will be accountable for and have consequences.
- In the event that I may have caused harm to someone, I will take responsibility and deal directly with the person or persons I have harmed.
- If this is not possible, I will acknowledge that I may need some assistance, and will consult someone who can help me and the person or persons I have harmed, with a process of clearing or conflict resolution.
- I will follow and abide by the agreed upon process for breaches of Code of Conduct or Confidentiality that have been established by PLDI.

Participant Signature: _____

Date: _____

PLDI Facilitator who reviewed this with me: _____

PLDI Facilitator signature: _____

PLDI Manager Initials: _____