



ADM-12: RMA Event Code of Conduct

Date Approved: January 26, 2023

Next Review Date: January 2024

Purpose: To provide guidelines and outline expected ethical behavior of the attendees at all events hosted by the association, including RMA and Canoe Procurement Group of Canada.

Policy Statement: The RMA is committed to providing a welcoming, inclusive and harassment-free environment for all persons attending events hosted by the association, including conventions, tradeshow, meetings, and networking events. The Event Code of Conduct sets the tone and direction of conduct and ethical behavior that could be perceived as damaging to the trust and confidence of members, suppliers, members of government and, the general public. The RMA expects all attendees to behave in a professional and respectful manner.

Definitions:

Code: refers to this Event Code of Conduct

Attendee: means a person, or group of persons who are attending an event, whether as a paid delegate or an invited guest

Personal Information: refers to recorded information about an identifiable individual, including:

- a. An individual's name, home address, personal phone number and personal email address
- b. Individual's race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or a conviction for which a pardon has been granted
- c. An individual's health or healthy history

Personal Information Protection Act (PIPA): governs the collection, use and disclosure of personal information by organizations in a manner that recognizes both the right of an individual to have his or her personal information protected, and the organization's need to collect, use or disclose personal information for reasonable purposes.

Confidential Information: in this code refers to any internally privileged information, this includes personal information.

Workplace Violence: is the threatened, attempted or actual conduct of a person that causes, or is likely to cause, physical injury whether work related or at a work site.

Behavior: refers to the manner of behavior or conducting oneself.

Inappropriate Behavior: refers to actions, words or touching that is inappropriate and is not suitable for a particular situation or purpose.

Appropriate Behavior: refers to actions and words that is appropriate and is suitable for a particular situation or purpose.

Profanity: in this code refers to strongly impolite or offensive language.

Harassment or Intimidation: is when an individual is subject to unwelcomed verbal or physical conduct based on race, religious beliefs, political beliefs, color, gender, place of origin, physical or mental disabilities, marital status, source of income, family status or sexual orientation.

Discrimination: is the act of prejudice against a person because they have a certain set of characteristics. Discriminated characteristics can include race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or a conviction for which a pardon has been granted.

Sexual Harassment: is unwelcome behavior or sexual conduct.

Disrespectful Action: is any behaviour, including action and use of language, that shows a lack of respect or regard for others.

Guidelines:

The following guidelines apply to all facets of an event that is hosted by RMA or the Canoe Procurement Group of Canada, including sponsor hosted components, workshops, plenaries, political meetings and social gatherings where event participants are in attendance.

Behaviours that are deemed unacceptable include:

- ◆ Harassment or intimidation of any other attendees, including speakers, RMA board and staff, venue staff, sponsor representatives.
- ◆ Sexual harassment or intimidation, including unwelcome sexual attention, or unsolicited physical contact.
- ◆ Disrespectful actions towards event participants, including speakers and RMA staff.
- ◆ Activities deemed to be disruptive to RMA events.

Administration of the Code:

The Code will be posted publicly for all events. It is interpreted that acknowledgement of this Code is in place by registering to attend an event, accepting an invitation to be a guest at an event, or sponsoring an event.

The RMA reserves the right to determine if any of the behaviours or actions outlined in the code have been exhibited and to respond accordingly. Any event participant found violating this Code of Conduct may have their registration or attendance revoked and be asked to leave the event immediately, without a refund, at the discretion of the Executive Director, President, or designate.

Any appeals to this Code must be provided to the RMA President in writing for review by the Event Code of Conduct Committee, comprised of representatives of the RMA Board of Directors and senior management.