

CODE OF CONDUCT AFP QUÉBEC

AFP Quebec is fundamentally committed to offering an environment that is free of harassment, misconduct and aggression. This Code of Conduct applies to the AFP's members of the Board of Directors, managers, freelancers and those who have received scholarships or taken part in mentorship matching, in order to ensure the safety and respect of everyone involved in the organization and to set an example. It must be signed on an annual basis or when a new status is granted (e.g., hiring, co-opted seats, awarding of a scholarship, creation of a mentorship dyad), since adherence to this Code of Conduct and to the Code of Ethics are conditions for being hired or mandated to serve on the Board of Directors, as the case may be. This Code applies to all occasions, meetings or events initiated by the AFP or when the individuals to whom this policy applies act on behalf of the AFP.¹

Therefore, it is agreed that every person shall act with respect and professionalism, without tarnishing the reputation of the AFP and the philanthropy sector through their actions or behaviour. This is part of the [AFP's Code of Ethics](#), under Article 1, which stipulates: "Members shall not engage in activities that harm the members' organizations, clients or profession or knowingly bring the profession into disrepute." It is agreed that all members of the Board of Directors and senior managers at the AFP shall not look the other way in the event of misconduct and, in particular, not use their authority to discourage someone from mentioning a problem related to this Code of Conduct or any other AFP policy.

This Code of Conduct can be amended at any time according to the best practices in ethics. The updated version of the Code of Conduct will be available at afpquebec.ca/fr/a-propos/a-propos-de-la-fp/transparence-et-politiques/.

Respect: The individuals to whom this Code of Conduct applies and who are connected to AFP Quebec must respect every person they interact with in the context of their duties. **Any behaviour that is discriminatory, offensive or harmful to the physical and psychological integrity of another person will not be tolerated.**

Alcohol and drugs: The individuals to whom this Code of Conduct applies and who are connected to AFP Quebec could be exposed to events where alcohol is served. It is each person's responsibility, if they choose to drink, to do so in moderation in order to project a professional image of the AFP and the sector. Moreover, while certain drugs are legal, the AFP does not promote or encourage their use or sale during its events. Anyone suspected of attending an event in an advanced state of intoxication or using or selling or distributing drugs will immediately be asked to leave the event and will then be convened to a meeting, based on the decisions of the Executive Committee. **We do not tolerate any alcohol or drug abuse during AFP events.**

Sexual misconduct: The individuals to whom this Code of Conduct applies and who are connected to AFP Quebec must abstain from any unsolicited or unwanted behaviour of a sexual nature, including, gestures, words and sexual advances. Anyone suspected of any of these acts will immediately be expelled and reported to the competent authorities. **We do not tolerate any behaviour related to sexual misconduct.**

¹ The events, whether virtual or in person, may include, without being limited to: a meeting of the Board of Directors, a committee meeting, an exchange between Board members and volunteers, an exchange between Board members and managers or freelancers, a mentoring meeting, an educational session, a Webinar, a networking activity, National Philanthropy Day, a training activity, online groups/forums, a chat area during a virtual session, retirement of Canadian senior executives, AFP LEAD, AFP ICON or any other event initiated by any section of the AFP, AFP ICON, the AFP Foundation for Philanthropy – Canada or AFP Canada.

Harassment: The individuals to whom this Code of Conduct applies and who are connected to AFP Quebec must abstain from any behaviour that may be considered harassment, including verbal harassment, psychological harassment, sexual harassment, online harassment and any other kind of harassment. Harassment is considered any vexatious behaviour, in the form of repeated and hostile or unwanted conduct, verbal comments, actions or gestures, that affects a person's dignity or psychological or physical integrity and that results in a harmful environment. Anyone suspected of engaging in this type of activity will be asked to leave the event and will be convened to a meeting subsequently, based on the decisions of the Executive Committee. **We do not tolerate any form of harassing behaviour** and we will take reasonable means within our power to prevent any situation of discrimination and harassment and to put an end to any such conduct brought to our attention.

Defamation: The individuals to whom this Code of Conduct applies and who are connected to AFP Quebec must abstain from defaming or discrediting the organization, its members, its employees or any other person or organization. Diverging opinions must be expressed in a respectful and constructive manner. The people concerned can express their ideas in their own name and in a relevant and respectful way, while protecting the reputation of the AFP, in accordance with laws and charters, the AFP's confidentiality obligations and any other law or regulation pertaining to copyright. **We do not tolerate any behaviour related to defamation.**

Inappropriate behaviour or gestures: The individuals to whom this Code of Conduct applies and who are connected to AFP Quebec must abstain from any behaviour or gesture that is inappropriate, unacceptable or in bad taste that could be considered injurious, offensive or harmful to other members of the organization or to the individuals with whom they interact in the context of their duties. Any unacceptable behaviour or gesture will be evaluated on a case-by-case basis by the Executive Committee and could result in sanctions. We do not tolerate any inappropriate behaviour or gesture.

Applicable laws: The directors of AFP Quebec must respect all applicable laws and regulations, as well as the organization's policies and procedures as amended and updated from time to time. We do not tolerate any violation of applicable laws and regulations.

SANCTIONS

A person who violates AFP Quebec's Code of Conduct can be sanctioned, suspended, dismissed or expelled at the discretion of the Executive Committee. The Executive Committee can also take the necessary measures to request that AFP Global withdraw a membership.

Sanction: A sanction is a formal reprimand by the AFP's Executive Committee that can take different forms depending on the gravity of the incident. It can be a warning or a more serious measure for a duration determined by the Executive Committee.

Suspension: Suspension includes the elements in the *sanction* section, in addition to prohibiting the person from holding a position within the section, being affiliated with the AFP, engaging in advertising, participating in an AFP activity, at any level, and receiving awards from the AFP.

Dismissal or expulsion: Dismissal or expulsion are severe measures that AFP Quebec does not take lightly. This includes elements in the *suspension* section, but on a permanent basis. Moreover, AFP Quebec will contact AFP Global in order to initiate the revocation of membership in accordance with the process available at: <https://afpglobal.org/ethicsmain/enforcement-sanctions>.

The AFP also reserves the right to take additional measures, including legal proceedings, against anyone who engaged in illegal activities or activities in violation of the Code of Conduct, or who benefitted from these activities, in order to recover the damages to the AFP and any sum or benefit unduly paid or received.

WHEN INAPPROPRIATE BEHAVIOUR IS OBSERVED

We invite you to relay the information, in all confidence, to a member of the Executive Committee (president, president elect, past president, treasurer or secretary).

Once this person has been given all the facts, AFP Quebec will first ensure that you feel secure and comfortable in this process.

The person to whom you are reporting the incident can call on other members to ensure that the situation is properly managed. Once you feel secure, we will ask you to describe what happened. We will do this with the utmost respect. You will not be asked to confront anyone, and we can protect your identity if you wish. Note that complaints are handled confidentially, with the utmost respect and discretion, while ensuring that your privacy is protected. However, if the AFP discovers a criminal or wrongful act, it may report this activity to the relevant authorities with the government or responsible for law enforcement.

We also respect the fact that you may not intervene immediately and that you may need more time to inform us of the incident. Above all, we want you to have a positive experience with AFP Quebec and will do everything in our power to ensure this.

EFFECTIVE DATE

AFP Quebec's Code of Conduct takes effect immediately following its adoption by the Board of Directors.

CODE OF CONDUCT AFP QUÉBEC

UNDERTAKING FORM

First and last name: _____

- Role:
- Member of the Board of Directors
 - Manager or freelancer
 - Recipient of a scholarship
 - Mentor or mentee

I acknowledge having read AFP Quebec's Code of Conduct and I agree to respect the principles set out in this Code of Conduct and to apply them with regard to my duties and status within AFP Quebec. I understand that any violation of this Code of Conduct could result in the termination of my relationship with AFP Quebec and the parties involved.

I also agree to report any behaviour or act that violates AFP Quebec's Code of Conduct.

Place: _____

Date: _____

Signature: _____