



## **Policy Documents**

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**PLEASE READ AND SIGN ALL THREE POLICY DOCUMENTS INCLUDED IN THIS PACKAGE.**

Electronic or paper signatures are acceptable.



## ONTARIO PARTY PRIVACY STATEMENT

### **Consent to Collection and Use of Personal Information**

By submitting answers to any questions in the Candidate Selection Process, you consent to the collection and use by the Ontario Party and other authorized agents of the personal information disclosed herein and in future questions, for the purposes of assessing your suitability as a candidate, and for responding to any challenges or proceedings related to such process. You further consent to the disclosure of the information collected in any stage of the application process, including a background check and/or any other document related to your candidate application to representatives of the Ontario Party including but not limited to the Party's Founding Board, its staff, or its local representatives, for these purposes. By signing this document, you authorize the Ontario Party and its affiliates to conduct a background check on your employment history, professional and educational accreditation, and to review publicly available information about yourself, including a criminal background check for the purposes of assessing your suitability as a candidate, and for approving your candidacy.

You are reminded that the Ontario Party reserves the right to interview and approve, deny, or disqualify prospective candidates for nomination, acclamation, or appointment, and on the appropriate ground to impose sanctions on candidates, up to and including disqualification even after they have been selected, based off of any of the provided information.

### **Agreement to Participate in Ontario Party Activities**

I agree and understand that as a condition of becoming a candidate representing the Ontario Party in the upcoming election to elect a Member of Provincial Parliament for a constituency:

1. I will attend all training sessions organized and hosted by the Ontario Party, whether synchronous or asynchronous, which would be aimed at training me in the intricacies of being an Ontario Party candidate for MPP;



2. I will instruct the individual(s) appointed as my campaign manager(s) to attend such campaign manager training sessions hosted by the Ontario Party as I am advised that they should attend;
3. I will seek permission from the Ontario Party for the use of third-party vendors or election-related services including, but not limited to, research services such as polling services and direct voter contact services but excluding printing services; and
4. I will exclusively use the literature design templates and offerings as are provided or approved by the Ontario Party.

I understand that, in accordance with the rules of the Ontario Party, my candidacy in the upcoming election representing the Ontario Party may be disqualified by, among other things, my violating this agreement, and/or any actions of mine during the campaign that embarrass the Ontario Party or its representatives including the Ontario Party leader.

### **Personal Attestation of Prospective Candidate**

I agree and understand that:

1. I satisfy all the qualifications in Section 26 of the Ontario Election Act (RSO 1990, c. E.6., as amended) which are as follows:

To become an Ontario Party candidate for the 2022 Ontario Provincial General Election, you must, at the time of submitting your Preliminary Application, satisfy the qualifications in Section 26 of the Ontario Election Act (R.S.O. 1990, c. E.6.):

- be of voting age (18 years old)
- be a Canadian citizen
- reside in Ontario for the 6 months next preceding polling day

You are not eligible as a candidate if you have been disqualified by the Legislative Assembly Act or by any other legislation.

You are not eligible as a candidate if you have been engaged as a returning officer, election clerk, enumerator or revision assistant at the revision of any list of electors to be used at the election.

R.S.O. 1999, c. E.6, s. 26 (2).



2. I shall be guided in my candidacy by the platform statements of the Ontario Party including its Mission Statement, Values Statement, and Vision Statement, the articles of the Charter, and any and all by-laws, whether current or to be made in force at some time in the future;
3. I will support and promote the policy and platform of the Ontario Party and the Ontario Party leader;
4. I have provided the Ontario Party with all documents and additional information to provide full and complete disclosure of anything in my personal or professional background and/or experience which, under scrutiny, may reflect negatively on my candidacy or the Ontario Party;

By signing this document, you agree to have read and understand the above stated.

Full Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## VIOLENCE, HARASSMENT, AND DISCRIMINATION PREVENTION POLICY

### **PURPOSE**

The Ontario Party is committed to fostering and sustaining a work environment free of violence, harassment, and discrimination in the firm belief that such a workplace guarantees the dignity of every person.

The purpose of this policy is to:

- Promote a working environment that ensures all individuals are treated with respect and dignity, free from discrimination and harassment;
- Establish a framework for the prevention of workplace violence, harassment, and discrimination;
- Establish a framework for the timely and effective response to issues of workplace violence, harassment, and discrimination, should they arise.
- All concerns and complaints of violence, harassment, or discrimination will be taken seriously and handled in a fair, professional, impartial, timely, and effective manner in accordance with the provisions set out in this policy.

### **SCOPE**

The Ontario Party will investigate and address incidents, complaints or concerns of violence, harassment, and discrimination in the workplace. This policy applies to all workers, which in this Policy, includes employees or volunteers, whether affiliated with the Ontario Party, a constituency association, an internal party leadership race, or a particular leadership campaign, who occupy the following positions:

- Management and staff of the Ontario Party, whether permanent, temporary, or probationary;
- Members of the Executive Council of the Ontario Party;
- Approved Ontario Party candidates
- Ontario Party campaign co-chairs and campaign committee members
- Ontario Party campaign managers and staff
- All Ontario Party members not included in the categories above; and
- All Ontario Party volunteers

(Collectively “Workers”).



Individuals to whom this policy applied all have an important role to play in promoting awareness and contributing to a positive and safe work environment.

It should be noted that workplace violence, harassment, and discrimination can occur at off-site business-related functions (e.g. conferences, media appearances, campaign activities, etc.).

This Policy upholds the Ontario Human Rights Code, R.S.O. 1990, c. H.19 (the “Code”), and is a requirement under section 32.0.1 of the Occupational Health and Safety Act, R.S.O. 1990, c. O.1 (“OHSA”). This policy must be applied in accordance with the Code and the OHSA, as well as in accordance with other applicable legislation (including, but not limited to, the Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c.11 (“AODA”) and the Criminal Code of Canada, R.S.C., 1985, c. C-46.

This Policy covers workplace discrimination, harassment and violence as defined and prohibited under the Code and the OHSA.

**"Bullying"** is defined as aggressive and typically repeated behaviour (physical, social, verbal, electronic, written, or other means) intended to cause harm (e.g. physical, psychological, social, academic), fear, or distress to another individual or to the individual’s reputation or property. It could also include creating a negative environment for another individual where there is a real or perceived power imbalance between the parties, based on one’s size, age, strength, intelligence, group affiliation, economic or social status, race, colour, ancestry, creed, citizenship, marital status, ethnic origin, place of origin, family status, sexual orientation, gender, gender identity, gender expression, or disability.

**“Harassment”** is defined as engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome. Bullying is a form of harassment.

**“Prohibited Grounds of Discrimination”**, as defined by the Code, include:

- Race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, a record of offences, marital status, family status, or disability.

**“Sexual Harassment”** is defined as engaging in a course of vexatious comment or conduct based on sex, sexual orientation, gender identity, or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome;

- A sexual solicitation or advance made by a person in a position to confer, grant, or deny a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome; or



- A reprisal or a threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in a position to confer, grant, or deny a benefit or advancement to the person.

A **“Workplace”** is defined as any land, premises, location, or thing at, upon, in, or near which a Worker works. For purposes of this Policy, a Workplace includes, but is not limited to:

- Ontario Party head office;
- An Ontario Party central or local campaign office;
- The locations of office-related functions, social or otherwise, while such functions are taking place, and for a reasonable time before and after;
- The locations of work-related assignments and activities. Such locations include but are not limited to, the locations of any meetings, events, debates, all-candidate meetings, training sessions, assigned canvasses, or other campaign-related duties, conferences, conventions, and other gatherings, social or otherwise, directly or incidentally related to the work, and further include the immediate location of a worker when in transit between Workplaces. Including such activities and activities that take place virtually and;
- Electronic communications, phone calls, voice mail, or other forms of communications, to or from those covered by this Policy, where such communication may reasonably be expected to have an impact on work relationships, work environment, and/or performance.

**“Workplace Harassment”** is defined as engaging in a course of vexatious comment or conduct against a worker in the workplace that is known or ought reasonably to be known to be unwelcome. A reasonable action taken by an employer or supervisor relating to the management or direction of workers or the workplace is not workplace harassment.

**“Workplace Violence”** is defined as the exercise of physical force, or an attempt to exercise physical force, by a person in the workplace that causes or could cause physical injury, or any statement or behaviour that could reasonably be interpreted as a threat to exercise physical force that could cause physical injury.



## **POLICY VIOLATIONS**

As defined above, engaging in any workplace violence, harassment, or discrimination, is a violation of this Policy. This Policy is intended to capture the behaviour that is a departure from reasonable workplace conduct and exceeds the usual limits of acceptable workplace interactions. This Policy is not designed to capture situations where there may merely be a disagreement or general workplace conflict. Such Policy violations would include, but are not limited to, engaging in any of the following behaviours and practices:

- Workplace harassment or workplace violence as defined in the OHSA;
- Discrimination or harassment in any aspect of employment or work, which may include, but is not limited to, recruitment, selection, promotion, learning and development, performance management, redeployment, layoff, changes in pay and benefits, termination, job assignment, and granting leaves of absence;
- Workplace discrimination or harassment of an individual or group that occurs within the Workplace, as broadly defined above;
- Workplace discrimination or harassment of an individual or group based on relationship, association, or dealings with a person or group identified by a prohibited ground under the Code, or because the individual or group is believed to be a member of a group covered by a prohibited ground under the Code;
- Sexual harassment and solicitation as outlined under the Code;
- Workplace violence as defined in the OHSA;
- Creating, contributing to, or condoning a poisoned work environment, which includes the public display of materials that create a negative, hostile or unpleasant workplace;
- Interference with an investigation in relation to this Policy, including intimidating a complainant, respondent or witness, or influencing a person to give false or misleading information;
- Threatening or retaliating against an individual for exercising a right under this Policy, or against any other person who is performing a legitimate role under this Policy (appropriate management response to an employee or other person suspected or believed to be acting abusively or unacceptably is not considered to be retaliation contrary to this Policy) and;
- Frivolous or bad faith allegations, complaints, or accusations.

## **ADDRESSING COMPLAINTS OF VIOLENCE, HARASSMENT, AND DISCRIMINATION**

Nothing in this Policy precludes an individual from first attempting to address unwelcome behaviour directly with another individual. However, where an individual feels uncomfortable directly addressing behaviour that is unwelcome, discriminatory or harassing, or where the offending conduct or action continues, individuals should report their allegations to one of the following Executive Officers:





- Ontario Party Candidate Coordinator; or
- Ontario Party Campaign Chair

A complaint should be initiated in as timely a manner as possible, but the mere passage of time will not preclude the proper consideration of a complaint unless due to the passage of time, the ability to properly investigate the matter is materially impaired.

The individual receiving the complaint will take all necessary steps to investigate and resolve the complaint in a prompt manner, including the engagement of other senior staff and/or the retention of outside counsel, investigators, and law enforcement, as required.

It is the responsibility of any party involved in a complaint, including the complainant, to:

- Respond promptly to all enquiries related to discrimination, harassment, or violence;
- Co-operate fully as the complaint is investigated; and
- Make reasonable efforts towards resolving the situation.

Whereas every investigation will follow the following list of principles:

- Impartiality of the process;
- The right of the respondent to be provided with the particulars of the allegations made against him or her in the complaint;
- The opportunity of the respondent to make full answer and defense to any allegations;
- The right of both parties to identify relevant witnesses and supply documentation or other evidence; and
- The right of both parties to be advised of the findings of fact in respect to the allegations.

While it is the objective of this Policy to resolve violence, harassment, and discrimination complaints in a manner that is non-adversarial and rehabilitative, in certain circumstances disciplinary action, up to and including termination, may be warranted.

In the case of volunteers, appropriate actions may be taken, including but not limited to the exclusion of the volunteers from Ontario Party premises and campaign offices. The Executive Officer will ensure that a confidential written record is maintained with respect to the investigation, the decision rendered after the investigation, and any steps taken to address complaints that are held to be well-founded.

**Informal Complaint:** A Worker who is experiencing harassment, or may not be sure if the behaviour is indeed harassment and requires clarification can contact any of the following people for assistance and/or advice:

- Direct supervisor



Upon receipt of the informal complaint, the person receiving the complaint is obligated to treat the conversation and written complaint as serious and attempt to resolve the matter in a confidential manner. This will involve clarifying the concern that is being raised and ensuring proper records are kept regarding pertinent details surrounding the concern. Proceeding informally may produce a quick and simple solution at an early stage without having to engage in a full investigation.

The respondent shall be informed of the complaint.

The supervisor will attempt to facilitate a mutually agreeable resolution. The complainant and the respondent will acknowledge in writing the mutually acceptable resolution.

## INVESTIGATION PROCEDURES

1. Throughout the investigation process complainants, respondents, and witnesses have the right to assistance from a support person who is not a party or a potential witness to the investigation. A support person is to be available to a party to provide assurance, comfort and/or general emotional support or legal advice but may not answer questions on behalf of the interviewee or intervene or obstruct the investigation interview or process in any way.
2. All persons acting as a support person within the scope of this Policy must keep any information regarding the complaint and the investigation, including but not limited to the identity of the parties, or any witnesses, confidential. A support person who is not a Worker will be required to sign a confidentiality agreement before attending an investigation interview.
3. Anonymous complaints against an individual or group will be treated in a manner deemed appropriate in the circumstances, including exploring other alternatives to address the matter, including, but not limited to, the use of workplace environmental scans, generalized training for staff, or feedback provided to the individual/group. No formal summary in writing will be provided to any party to an anonymous complaint.
4. It may come to the Ontario Party's attention that there is alleged harassment/discrimination where the alleged victim(s) do not wish to/have not come forward. Or, a complainant may determine that they do not wish to proceed with a complaint or may withdraw a complaint. In those circumstances, the Ontario Party may request a reason for withdrawing a complaint or may determine an investigation deemed appropriate in the circumstances is required in the absence of a formal written complaint or may initiate an investigation with the intent of determining if harassment/discrimination is occurring and stopping it, in order to fulfil the Ontario Party's legislated requirement to provide a workplace free of harassment/discrimination.



5. Executive Officers investigating a matter under this Policy have responsibility for ensuring they are following this Policy and are appropriately trained to investigate the matter.
6. All persons investigating matters under this Policy, including external investigators, will have regard for this Policy. Slight variations in the process may be acceptable, as deemed appropriate.
7. The person conducting the investigation, whether internal or external to the Workplace, must not be directly involved in the alleged incident(s) or complaint(s) of harassment/discrimination, and must not be under the direct control of the alleged respondent, in accordance with the OHSA.
8. Incidents/complaints brought to the attention of Executive Officers will be acknowledged in writing within seven (7) business days of receipt or knowledge of the incident/complaint.
9. All parties to a complaint will be notified in writing, as soon as possible and prior to an investigation interview, as to the existence of the complaint, the allegations, who filed the complaint, and who it was filed against (if multiple persons, each person will be advised individually without advising of the other parties named in the complaint).
10. If an incident/complaint of harassment/discrimination is reported to the Executive Officers, in the absence of a formal written complaint, the Executive Officers are still required to investigate, in which case a general statement of the allegations or some other form of written notification may be provided to the parties (complainant/respondent).
11. All written notification to parties (complainants, respondents, and witnesses) by the investigator, should include cautions regarding maintaining confidentiality and not engaging in reprisal/threats of reprisal. The notification should include copies of this Policy, regardless of the type of complaint being investigated (workplace harassment, discrimination etc.)
12. In most circumstances it is appropriate to interview the complainant first, followed by the respondent. Parties should be asked for witnesses who may have relevant information and any relevant witnesses should then be interviewed (separately), as determined by the investigator.
13. Investigators should take detailed handwritten notes in the interview and allow the interviewee to review the notes and sign/initial to confirm accuracy. Alternatively, the interviewer may prepare typewritten interview notes from the detailed handwritten notes and send the typewritten notes to the interviewee to review and sign/initial to confirm accuracy.
14. The investigator is responsible for determining the appropriateness of the questions being asked. Information outside of the initial written notification of the complaint may come to the attention of the investigator during the course of the investigation, or the investigator may learn new specific information from witnesses. Relevant parties to the complaint are



entitled to know of any new information relevant to the complaint and have an opportunity to respond.

15. All signed interview statements prepared during the course of the investigation are the property of the Ontario Party.
16. An investigator conducting an investigation under this Policy has authority to access documents or materials (i.e. video footage) relevant to the complaint. This does not include legally privileged documents or information otherwise protected by privacy.
17. The investigator will consider all of the evidence gathered and determine whether or not an incident(s) of alleged harassment/discrimination took place and whether it amounts to a breach of this Policy, the OHSA or the Code, using the standard of proof called the “balance of probabilities”.
18. A written report shall be prepared by the investigator containing a summary of the investigation evidence and findings and provided to the Executive Officers.

## CONFIDENTIALITY

Individuals reporting an incident or making a complaint of violence, harassment, or discrimination are assured that during investigation and consideration of a complaint, and following its resolution, all information relating to the complaint will remain confidential to the extent reasonably possible.

## LEGAL RIGHTS

Nothing in this Policy prevents or discourages an individual from pursuing any rights under the Code, the OHSA or other applicable legislation. Individuals retain their right to exercise all legal avenues that may be available to them, including seeking legal advice and taking legal action as required.

By signing this document, you agree to have read and understand the Ontario Party’s Violence, Harassment, and Discrimination Policy.

Full Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## CODE OF CONDUCT FOR CANDIDATES, CAMPAIGN STAFF, EDA STAFF, AND VOLUNTEERS

### A. Purpose

Integrity and honesty are fundamental to the values of the Ontario Party (OP). All Volunteers are expected to conduct themselves with these values in mind when they perform work on behalf of the OP. Integrity means doing the right thing. When volunteers act with integrity, it reflects positively on the values and reputation of the OP. The purpose of this Code of Conduct for Volunteers is to outline the position of the OP with respect to harassment, discrimination, and violence as well as to set out the minimum standard of behaviour expected of volunteers for the OP.

### B. Application

This Code of Conduct applies to all volunteers within the OP and all volunteers and employees of affiliated electoral district associations (EDA) and election campaigns (collectively, Volunteers).

### C. Standard

The strength of the OP is that of our Volunteers contributing their time and talents. Every volunteer has the right to work in an environment that is free of discrimination, harassment, and violence. Every volunteer shall act honestly and in good faith with a view to the best interests of the OP and exercise the care, skill, and diligence that a reasonably prudent person would exercise in comparable circumstances.

#### 1. Discrimination

Discrimination occurs when a person experiences adverse differential treatment or results, based on a prohibited ground rather than on personal merit. This includes race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, and disability.

#### 2. Harassment

Harassment is a form of discrimination. It includes any unwanted physical, verbal, or written behaviour directed against a person that is known or ought reasonably to be known, to be unwelcome, offensive, humiliating, or demeaning.



Harassment includes:

1. displaying or circulating pictures or materials which could reasonably be expected to be offensive or unwelcome, in print or electronic form;
2. obtaining, retaining or circulating someone's personal information without their consent, except when required by law; and
3. inappropriate coercive behaviour including bullying and repeated offensive or intimidating comments, phone calls or emails.

i. Sexual Harassment

Sexual harassment is a form of discrimination and is any unwelcome sexual behaviour that adversely affects, or threatens to affect, directly or indirectly, a person's working conditions. Sexual harassment is usually unwanted, often coercive, sexual behaviour directed by one person toward another. Sexual harassment includes inappropriate sexual touching, advances, suggestions, requests, comments, or conduct of a sexual nature. Sexual harassment also includes:

1. sexual solicitation or unwanted sexual attention from a person who knows or ought reasonably to know that such attention is unwanted;
2. an implied or expressed promise of reward for complying with a sexually-oriented request;
3. an implied or expressed threat of reprisal or actual reprisal for refusing to comply with a sexually-oriented request;
4. a sexual relationship that constitutes an abuse of power in a relationship of authority; or
5. a sexually-oriented comment or behaviour that may reasonably be perceived to create a negative psychological and emotional environment.

ii. Psychological Harassment

Psychological harassment is a form of discrimination and is any behaviour or conduct, verbal comments, and actions or gestures that are hostile or unwanted conduct that affects a person's dignity or psychological or physical integrity.

iii. Racial Harassment

Racial harassment is a form of discrimination and includes the differential treatment of an individual based upon their race, national or ethnic origin, colour, and religion.

3. Violence

Violence includes but is not limited to the exercise of physical force by a person against another person. Appropriate and reasonable measures shall be undertaken by those in leadership roles to ensure that no volunteer is asked to or feels obliged to pursue activities that compromise their personal safety or security.



#### D. Specific Standards of Behaviour for Volunteers

Every volunteer shall act honestly and in good faith, and exercise the care, skill and diligence that a reasonably prudent person would exercise.

##### 1. Expenditures

Volunteers shall abide by the OP's policies with regard to expenditures and travel and shall only incur expenses as authorized by the OP or by the board of the respective EDA. During an election campaign, no Volunteer will commit to an expenditure on behalf of the EDA, Campaign or the OP without previous authorization of the applicable financial agent.

##### 2. Personal Gains

Volunteers must not use their status to obtain personal gain from those doing or seeking to do business with the OP, EDA or Campaign. Additionally, they should neither seek nor accept gifts, payments, services, fees, special valuable privileges, vacation trips, accommodations or loans from any person (except in the case of loans, from persons in the business of lending and then only on conventional terms) or from any organization or group that does, or is seeking to do business with or gain or maintain an elected or appointed position with the OP, EDA or Campaign.

##### 3. Conflict of Interest

Volunteers must bring awareness to situations in which their personal or business interests conflict or might conflict or might be reasonably seen to conflict with duties to the OP, EDA or Campaign. Volunteers shall, at the first opportunity, disclose any conflict of interest in writing. The nature of this reported conflict must be noted in appropriate official records, such as meeting minutes.

##### 4. Confidentiality

At all times, the privacy and dignity of members, other volunteers, the OP's staff and other persons must be respected. Volunteers may have access to personal information and documents that are private and confidential in nature and must exercise reasonable care and caution to protect and maintain total confidentiality. Volunteers will not read records or discuss such information unless there is a legitimate purpose. All records are the property of the OP and shall not be shared or disclosed unless required in the course of Volunteer Activities or as required by law.

##### 5. Respectful Conduct

Volunteers must treat all fellow volunteers, the OP's staff, and all others with whom they interact while engaging in volunteer activities with respect. Discrimination, harassment, violence or other behaviours that compromise the dignity and self-worth of others will not be tolerated.



## E. Resolution for a Breach of the Code of Conduct

### 1. Confidentiality

Being a party to a reporting process under this Code of Conduct can be extremely stressful and upsetting, and we take the privacy of those involved very seriously. While we recognize that there will be some exceptions to the strict rule of confidentiality, it will generally be considered a violation of this Code of Conduct to breach confidentiality. This Code of Conduct does not prohibit or restrict in any manner a Volunteer from reporting incidents of Harassment, Discrimination or Violence to any other authority, governmental or otherwise

### 2. Resolution

In the event that a volunteer believes that another volunteer is in breach of the Code of Conduct, he/she is encouraged to attempt to resolve the breach as follows:

1. Discuss the situation with the person who is believed to have committed the offending conduct. In some cases, simply discussing the offending conduct may be sufficient to eliminate the behavior.
2. Report the conduct to a peer and together, seek to resolve the situation with the person who committed the offending conduct.
3. Report the situation to the President of the EDA or to the Campaign Manager in whose region the breach is alleged to have occurred.

## F. Investigation for a Breach of the Code of Conduct

Once the President of the EDA or the Campaign Manager in whose region the breach is alleged to have occurred receives a complaint, he or she will determine whether or not the conduct complained of merits an investigation. If an investigation is launched the OP President will determine its scope in consultation with the OP Board of Directors. Where the complaint is substantiated, the OP President and Board of Directors may take the appropriate measures that are within their discretion. Upon the conclusion of the investigation, the complainant shall be made aware of the outcome but not the supporting reasons behind this decision unless required by applicable statutes or regulations. If the complaint does not merit an investigation, the President of the EDA or the Campaign Manager shall provide a written recommendation to the OP President and Board of Directors and will inform the complainant of that decision. The President of the EDA or the Campaign Manager are not required to provide supporting reasons behind this decision. The OP President and Board of Directors shall be provided with a report of all complaints and investigations submitted to the President of the EDA or the Campaign Manager that covers the number and types of complaints. Notwithstanding the above, if the OP President or a member of the Board of Directors are the subjects of the investigation, the respective person will be excluded from the investigative and reporting process.





#### G. Withdrawal of a Complaint

A complainant may withdraw a report of a breach of the Code of Conduct at any time. However, the President of the EDA or the Campaign Manager remains obligated to pursue the matter if he/she believes that a continued investigation is required to comply with statutory requirements or is otherwise appropriate to ensure volunteers are free from discrimination, harassment, or violence.

#### H. Posting and Communication Requirements

A copy of this Code of Conduct must be displayed at OP, EDA and Campaign offices in visible places as well as on the website of the OP. All EDA board members, as part of their annual written affirmation required under the EDA constitution, shall acknowledge receipt of this code and confirm that they have reviewed it and will abide by it. The Campaign Manager of each campaign shall review this Code of Conduct with volunteers at the start of and during the conduct of the campaign.

Full Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_