

# Policies & Guidelines

## Code of Conduct

Please read carefully. By selecting that you agree to these terms below you are agreeing to uphold the code of conduct agreement of Guelph Pride as outlined below. If you are unable or unwilling to uphold these agreements, it may result in mandatory additional training, capacity building, and could also result in you being asked to step down from your role with Guelph Pride.

### 1. Confidentiality

**I will honour the confidentiality of other Members, Volunteers, Community Members, and Donors.** I agree to consider information pertaining to medical conditions, family relations, phone numbers/addresses, sexual orientation, and other facts of a highly personal nature as confidential and therefore we understand that **we are not to disclose this information to any person without the specific consent of the individual concerned.**

### 2. Non Discrimination / Equity

**Guelph Pride will neither practice nor tolerate discrimination or harassment against any volunteer, community member, and/or donor on the grounds of race, creed, and colour, place of origin, ethnic origin, citizenship, political or religious affiliation, gender, gender identity, sexual orientation, age, marital status, family relationship, HIV status, economic status, identity or disability. I will treat individuals with dignity, care and respect.** I will be sensitive to and educate myself about individual and group differences. I will honour all individuals' rights to self-determination and agree to support people in making their own personal choices.

### 3. Limits

**We agree to maintain the limits we have set for ourselves with respect to the emotional and physical resources we are willing to provide.** We understand that our own training and education may limit our ability to serve our communities and we recognize the need to ask for assistance when needed. **If we feel we are being asked to do something outside of our job description, or are having concerns, we will address them** with the either/both of the Co-Chairs of Guelph Pride or with the Chair or Vice Chair of Out on the Shelf.

### 4. Safety

**I ensure that all activities I undertake for Guelph Pride will provide a safer environment for everyone at all times.** I understand the need to provide a safer work and volunteer environment.

**At any time that I am unclear about what constitutes acceptable safety limits, I will seek guidance from another member.**

## 5. Non Compliance

I understand that failure to adhere to any and all parts of this code may result in suspension from my volunteer duties and/or termination of my volunteer relationship with Guelph Pride.

## Privacy & Personal Information

**Please read carefully. By selecting that you agree to these terms below you are agreeing to uphold the privacy and personal information agreement of Guelph Pride, and by extension Out on the Shelf, as outlined below.**

1. Guelph Pride **will not collect, use or disclose your personal information unless you have provided your consent**, in accordance with the The Ontario Privacy Protection Act and the Canadian Freedom of Information and protection of Privacy Act, or where required by law.
2. **The Guelph Pride Collective Application form requests information** such as your name, address, contact information, work history and education, for the purposes of screening, placement, and on-going training and mentorship. **Your personal information is also used for the purposes of:** debriefing and support; recognition; requests for additional volunteer roles; reference letters and verbal recommendations; program statistics and evaluation as per funding/other requirements; mailings of information related to Guelph Pride activities and events.
3. **Please know that you have the right not to answer a question or to not complete a section of the volunteer application** as you so choose; however, please be aware that this may have an impact on certain aspects of your role with Guelph Pride.
4. In addition, **you have the right at any time to withdraw consent to use your personal information for the purposes of noted above.** You must notify the Co-Chairs of Guelph Pride in order to activate this change. Please allow 14 business days to allow us to update our records accordingly.

## Harassment & Discrimination

**Please read carefully. By selecting that you agree to these terms below you are agreeing to uphold the No Harassment agreement of Guelph Pride as outlined below.** Guelph Pride is committed to providing an environment where members, volunteers, and all community members enjoy **mutual respect, compassion, and dignity.** **Guelph Pride recognizes the right of all**

**individuals to volunteer within an environment where harassment and discrimination are not tolerated. Guelph Pride is committed to addressing all instances of harassment and discrimination.**

All complaints of harassment or discrimination against a volunteer will be investigated and dealt with according to the Out on the Shelf Human Resources Dispute Resolution policy and procedure.

## **Harassment & Discrimination**

Harassment and discrimination based on race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, age, record of offences, marital status, same-sex partnership status, family status or disability are illegal under the Ontario Human Rights Code.

**Examples of harassment and discrimination include, but are not limited to the following:**

- **Racial or ethnic slurs, slang or name calling, racist/homophobic jokes, threats and/or intimidation, jokes about sexual assault/non-consensual sex;**
- **Verbal abuse;**
- **Repeated unwanted teasing or annoyance as they constitute personal harassment;**
- **Imitating someone's accent;**
- **Written racial or ethnic slurs, slang or name-calling, racist/homophobic jokes, threats and/or intimidation;**
- **Touching another person without that person's consent;**
- **Discriminatory decisions with respect to evaluation, placement and promotion;**
- **Racial or ethnic stereotyping;**
- **Refusing to work with or train someone because of their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, age, record of offences, marital status, same-sex partnership status, family status or disability;**
- **Abuse of authority which undermines performance or threatens the individual's volunteer career (including discriminatory volunteer role allocation to less desirable shifts or tasks, lack of promotion or training opportunities);**
- **Exclusion, constantly isolating an individual or group of individuals by not including them in typical volunteer activities;**
- **Display, publication or dissemination of materials or pictures that degrade, humiliate or bring ridicule to people because of their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status or disability.**

## Multiculturalism / Anti-Racism / Discrimination

Guelph Pride recognizes that the ethno-cultural and racial diversity among residents of Guelph has brought cultural, social, and economic enrichment to the community. It also recognizes that the members of diverse ethno-cultural and racial groups often encounter barriers to their full participation in society.

**Guelph Pride is committed to racial equality and the elimination of racism in the community. It strives to reflect the entire community in its structure (for members and volunteers) and to promote equal access to its programs and services (for community members and the general public).**

**To this end, Guelph Pride will strive to ensure that:**

- **Recruitment of volunteers, and committee membership is reflective of the community served, specifically by prioritizing the involvement and leadership of those within racialized LGBT2IQ+ communities;**
- **Events are sensitive to the needs of culturally and racially diverse groups and that the specific groups are part of the planning of the events reflecting their community;**
- **Events seek to eliminate systemic barriers to full participation and promote positive race relations and attitudinal change;**
- **Discriminatory or racist incidents or behaviour are not tolerated; and**
- **Communications present a positive and balanced portrayal of racial and cultural minorities**

### **Guelph Pride is committed to:**

1. **Achieving and maintaining a volunteer working environment that is free from racial harassment and discrimination** and to notify all collective members, volunteers, and participants/community members that prejudice and discrimination will not be accepted in the workplace or programs.
2. Informing all volunteers that racial harassment and discrimination are not only against the law but is against our philosophy and the guiding mission of Guelph Pride.
3. **Making volunteers aware that racial harassment complaints will be taken seriously,** including informing volunteers about the complaint and dispute resolution procedures.
4. Ensuring that application and promotion **practices are reviewed and, if necessary, revised, in order to eliminate overt or systemic barriers to involvement and full participation** in Guelph Pride planning and events.

5. Affirming the organization's **commitment to provide training to volunteers to enable them to become aware of and sensitive to racism and cultural issues.**
6. **Enhancing diversity of events and accessibility of hosting events so that it is clearly inclusive of all ethno-cultural and racial groups.**
7. Actively promoting the policy both internally and externally.

## Sexual & Gender Harassment

Sexual harassment is illegal under the Ontario Human Rights Code. **Sexual harassment does not have to be sexual in nature. It can mean that someone is bothering you simply because of your sex (male/female/intersex/etc) or your gender identity (for example, you are transgender).** Sexual harassment describes **a number of types of behaviour, including:**

- **Unwelcome touching, or touching a person without their consent;**
- **Suggestive or other sexually aggressive remarks;**
- **Making stereotypes about a person based on their sex or gender identity;**
- **Leering (staring at a person's body);**
- **Compromising invitations;**
- **Physical assault;**
- **Reprisal or threat of reprisal by a supervisor for the rejection of such behaviour.**

Sexual harassment **happens most often to women, but it also happens to men, and the rates of harassment against gender non-conforming people and trans people are also staggeringly high.** Sexual harassment can happen between dissimilar genders and similar genders, or be targeted at someone based on gender identity. Usually sexual harassment is a pattern of behaviour that happens frequently over a period of time. **However, a single incident can be serious enough to be considered harassment.**

## Duty to Report Harassment or Discrimination

All volunteers have a duty to report in writing all behaviour of an allegedly discriminatory or harassing nature. Reports must be made immediately, or as soon as possible, after the alleged incident or behaviour.

### Harassment or Discrimination by another Volunteer/Member

**All volunteers and members have a right to file a complaint against another volunteer who allegedly engages in harassing or discriminatory behaviour without fear of retaliation.**

Retaliation against a volunteer who reports alleged harassment or discrimination is illegal and will not be tolerated.

All volunteers have a duty to report in writing all behaviour of a discriminatory and harassing nature. Reports must be made immediately, or as soon as possible, after the incident.

If the volunteer did not directly observe the alleged discriminatory or harassing behaviour before reporting the incident in writing, they shall briefly determine the circumstances, nature and seriousness of the alleged behaviour.

**Reports can be made using the online anonymous feedback survey, linked on the Guelph Pride website, which [you can also find here](#).**

## **Fiscal Responsibility Policy**

In order to minimize risk and provide better transparency to both funders, governing bodies (Out on the Shelf) and to current and prospective members, as well as the communities we serve, Guelph Pride has adopted the following fiscal responsibility policy.

**Guelph Pride is committed to responsible spending and controlled expenditure growth to support the goals and priorities of the committee, the festival(s), and the wider LGBT2QI+ communities we serve.** We are dedicated to plan for and realize operating surpluses, to create a base from which the planning committee may draw from for each festival and to eliminate any foreseeable over spending. The committee will also strive to increase it's annual fundraising revenue so as to provide financial assistance to priority community organizers' events and programming. **The following policy is made to ensure the long term sustainability of Guelph Pride and our operating budgets, year after year.**

### **Procedure**

#### **Overall:**

- **The Guelph Pride budget runs from July until June of the following year, however the Out on the Shelf fiscal year is from January until December. All expenses and revenue needs to be documented and sent to Out on the Shelf for the January - June and the July - December segments of each year, so as to have a final budget that is reflective of both the committee's spending that year as well as Out on the Shelf's overall finances.**
- **Revenue is always recorded the month, ideally the day, it was received, as well as the method of payment (online, cheque, or money order for sponsorships, any method for smaller/personal donations).**
- **Guelph Pride Committee will work to reduce the use of cash and the number of people who handle cash. Only volunteers working under the guidance of the Fundraising Coordinator, the Financial Coordinator/Treasurer, or potentially the Co-Chairs should**

be handling cash for Guelph Pride, including: donations, sponsorship, tickets/admission revenue, and other profits incurred during official Guelph Pride events.

- **All sponsorship and donations must be recorded in the Guelph Pride's annual master spreadsheet. All sponsorship and donations should be received by the Fundraising Coordinator, Treasurer, or designated fundraising volunteers who are working under the supervision of the Fundraising Coordinator. If an individual on the committee receives a donation, they should direct it to the Fundraising Coordinator or the Treasurer, along with all of the donors pertinent details, as soon as possible.**

#### **Events:**

- **All event organizers are required to complete an estimated budget** before their event, included in the Official Event Form as well as the Third Party Event Application.
- **All event organizers are required to complete a final ("Actual") budget upon completion of their event**, included in the "Post-Event Organizer Survey", where they will be asked to **include any receipts, invoices, and other documentation of the costs which they are seeking reimbursement from the Guelph Pride account.**
- **If Guelph Pride provides a float, two people count before and after and initial a float count sheet.**
- **Designated Fundraising volunteers will be present at each event, those looking to make a donation to Guelph Pride should be directed to these individuals, who will ideally work in pairs, and be asked to sign an additional fiscal responsibility agreement.**
- **Sponsorship for individual events must still abide by the Guelph Pride sponsorship guidelines, including method of payment (online, cheque, or money order - cash is not accepted for sponsorship). Upon receiving the sponsorship, the amount will be earmarked for the events specified by the donor and the organizer's may provide receipts for reimbursement from these funds specifically.**