



Code of Conduct for Volunteers	Date: September 20, 2019
	Approved by: Council
	Review Date: September 2020

Preamble	All individuals carrying out duties on behalf of the Professional Engineers Ontario (PEO) are expected to act honestly, conscientiously, reasonably and in good faith at all times, as well as abide by the Ontario Human Rights Code and other applicable legislation.
Definitions [for the purpose of this code]	<p>“Association” means the Association of Professional Engineers of Ontario (PEO).</p> <p>“Council” means the Council of PEO.</p> <p>“Chapter” means a chapter established pursuant to By-Law No. 1.</p> <p>“Committee/task force” means a committee/task force established under provisions of the <i>Professional Engineers Act</i>, Regulations or By-Law No.1, or created by Council directly.</p> <p>“Member of Council” means an elected or appointed member of PEO Council.</p> <p>“PEO” means the Association of Professional Engineers of Ontario (PEO).</p> <p>“Volunteer” means any individual who receives no remuneration for carrying out duties on behalf of the Association, including unpaid or receiving honorarium members of committees and task forces, chapter volunteers and individuals appointed by Council to external boards or agencies.</p>
Application and Scope	This code applies to all PEO volunteers, including but not limited to: <ol style="list-style-type: none"> 1- Chapter volunteers (officers, executives, committee members, event volunteers, etc.); 2- Committee/task force volunteers; 3- Members of Council; 4- Individuals appointed by Council to external boards and agencies.
Respect for Role	PEO volunteers and members of Council must understand and keep their activities within the scope and boundaries of their roles and remain accountable to responsible authorities within the Association.
Expected Behaviour	<p>PEO expects all volunteers and members of Council to conduct themselves in a manner that honours PEO core values, reputation and in accordance with the applicable laws and regulations.</p> <p>At all times, PEO volunteers and members of Council are expected to:</p> <ul style="list-style-type: none"> • carry out duties and responsibilities in a competent, efficient and safe manner; • comply with the mandatory training requirements including all training required under legislation;

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	<ul style="list-style-type: none"> • adhere to PEO policies, procedures and applicable legislation; • neither use, nor allow the use of, PEO property, resources, information and/or funds other than for authorized purpose(s); • maintain confidentiality of any information obtained as a result of volunteering with PEO, during volunteer service and after their volunteer commitment is over; • observe safety procedures, including, but not limited to, keeping themselves and others safe at all times, notifying PEO about any potential or perceived hazards in the working environment; notifying PEO about any accident, incident or property damage, etc. <p>At all times, PEO volunteers and members of Council <u>shall not</u>:</p> <ul style="list-style-type: none"> • act in a way that may bring PEO into disrepute; • create any liability for PEO without prior authorization; • engage in any activity that may cause physical or mental harm to another person including but not limited to, verbal abuse, physical abuse, assault, harassment, bullying, etc.); • engage in any activity that may damage PEO property; • provide a false or misleading statement, declaration or claim, falsify or change any documents or records; • engage in any unlawful or criminal activity.
<p>Conflict of Interest</p>	<p>PEO volunteers and members of Council should avoid all situations in which their personal interests conflict or might conflict with their duties to the Association. They shall, at the first opportunity, disclose any real or perceived conflict of interest. The nature of this reported conflict must be properly documented in the Association's records.</p>
<p>Breaches of the Code of Conduct</p>	<p>Any individual who believes that they have been treated contrary to this Code may submit a complaint in writing to responsible authorities via email to registrar@peo.on.ca.</p> <p>Any suspected and/or proven breach of the Code of Conduct shall be investigated through appropriate means, and corrective actions shall be undertaken depending on the nature of the violation.</p> <p>Breaches of this Code of Conduct may lead to a notification of unacceptable behaviour and/or a warning of termination as a volunteer. Repeated and/or serious violations of the Code may lead to immediate termination.</p>

DECLARATION

I have completed all of the mandatory required volunteer training and I have read and understood the information provided in this document, and I agree to adhere to the Code of Conduct during my volunteer service with Professional Engineers Ontario (PEO).

Volunteer Name	Signature	Date

Please submit the signed document to volunteering@peo.on.ca.