

## CODE OF CONDUCT

*Revised December 2014*

*The Link* strives to be an organization open and inviting to all members of the community regardless of gender, sexual orientation, religion, cultural background, or physical and mental ability. The Code of Conduct applies to all contributors, staff and board members of The Link Publication Society.

### 1 – Scope

- a. This code applies to *The Link* offices, which include the physical space occupied by the organization as well as the website, listservs and all correspondence between contributors, staff and Board members of *The Link*, representing *The Link*.
- b. This code also applies when members of *The Link* are attending or travelling to conferences or meetings.
- c. This code further applies when members of *The Link* are attending any other function in their official capacity.

### 2 – Rights

All members of *The Link* may reasonably expect to pursue their work in a safe and civil environment. *The Link* therefore does not condone harassment or offences against property. *The Link* does not condone harassment for any reason.

### 3 – Harassment

- a. Harassment may be verbal, physical, or psychological. It is unwelcome and unsolicited. It may be a single incident or a series of incidents. Harassment consists of any comment or conduct that is known, or should reasonably be known, to be unwelcome.
- b. Harassment may include, but is not limited to:
  - i) unwelcome remarks, jokes, innuendoes or taunts about a person's body, clothing, gender, sexual orientation, racial background, disability, age;
  - ii) insulting gestures and practical jokes: for example, of a sexist, racist or homophobic nature;
  - iii) the display of pornographic and/or racist material;
  - iv) leering;
  - v) refusing to talk to or work cooperatively with a person because of, for example, their gender, race, colour, sexual orientation, disability, age;
  - vi) unwelcome physical contact, such as patting, touching, pinching;
  - vii) unwelcome sexual overtures;
  - viii) sexual assault;
  - ix) physical assault; and,
  - x) creating, or threatening to create, a condition which unnecessarily endangers or threatens the health, safety or well-being of another member or group of members.

#### **4 – Behavioral Expectations**

Members are expected to conduct themselves in a manner that is conducive to a positive working and learning environment and to abstain from conduct that is detrimental to the reputation of *The Link*.

#### **5 – Offences Against Property**

Offences against property are defined as willfully or recklessly taking, having unauthorized possession of, and/or damaging or destroying any property belonging to:

- a. The Link Publication Society; or
- b. any member when such property is in the *The Link* offices.

To threaten any of the above-mentioned offences will be considered in the same light.

#### **6 – Conflict of Interest**

a. As journalists, we feel it is important to maintain accuracy, integrity and fairness in all situations.

Thus we shall make every effort to avoid conflicts of interest.

- b. Conflicts of interest can be both real and perceived.
- c. It is the responsibility of a writer to inform their section editor or the editor-in-chief of any serious conflicts of interest and to avoid taking on such stories.
- d. It is the responsibility of editors to ensure that contributors understand the concept of conflict of interest and whenever possible to avoid assigning stories where conflicts exists.
- e. Editors should report conflicts of interest to Masthead.
- f. Members of the Board of Directors should report conflicts of interest to the Board of Directors.
- g. To avoid conflict of interest:
  - i) There shall be a clear delineation between opinion pieces and reporting.
  - ii) Contributors and staff must notify their section editor or the editor-in-chief if they intend to write or edit articles concerning any organization, movement or affiliation in which s/he is a volunteer, member, paid staff, or involved in any capacity.
  - iii) Executives and paid employees (with the exemption of short-term employment including ballot scrutineers and Orientation staff) of the Concordia Student Union or other student group may not hold a masthead position at *The Link*. If an editor becomes an executive, paid employee or councilor of the CSU, they are deemed to be resigned from the Masthead.
  - iv) Contributors and staff must not use privileged information obtained through their position to further personal interest.
- h. Recognizing our own fallibility as writers and editors, members of *The Link* are encouraged to ask for a second opinion or seek feedback if they are unsure if a conflict of interest exists.

#### **7 – Responsibilities**

All members of The Link Publication Society are expected to refrain from violating this Code. Members of *The Link* with supervisory authority bear particular responsibility to act in a timely and effective manner if they become aware of any violation of this Code.

#### **8 – Complaints**

a. In keeping with the desire to settle conflicts in an effective and constructive manner, *The Link* shall endeavour to seek an appropriate response to any alleged violations of this Code, ranging from the use of alternate methods of conflict resolution to formal procedures for adjudicating complaints. If a violation has occurred, every attempt shall be made to use remedies and sanctions that restore harmony, collegiality and cooperation among members.

b. Complaints can be formal or informal and may be received by any of the following members of The Link:

- i) An editor with whom a trusting relationship already exists.
- ii) The editor-in-chief.
- iii) A member of the Board of Directors.

c. Should Masthead be unable to reasonably solve the conflict, a formal complaint may be filed to *The Link's* Grievance Committee for further action (see Grievance Policy).