

Volunteer Code of Conduct

Our organization expects its Board and volunteer members to meet the highest ethical standards in their actions, their use of authority and their dealing with others. By outlining those standards in a Code of Conduct document Board members and volunteers are accountable for maintaining said Code of Conduct.

The following Code of Conduct is designed to allow the Society to address its mandate and conduct its affairs with integrity and credibility with the public. This Code applies to all volunteers who act on behalf of Westlock Cultural Arts Society in dealing with audience members, performers, agents, music promoters, sponsors, members of other performing arts organizations, other volunteers, and paid individuals who work in conjunction with the theatre.

Service

1. Always act with fairness, honesty, integrity, and openness; respect opinions of others and treat all with equality and dignity.
2. Promote the mission and objectives of the Cultural Arts Society in all dealings with the public when acting on behalf of the Society.
3. Provide a positive experience for those who attend and participate in theatre events.

Accountability

1. Act with honesty and integrity and in accordance with professional standards as outlined by the Alberta Societies Act.
2. Adhere to the bylaws of the Society.
3. Take responsibility for personal actions and decisions. Ensure that you do not exceed the authority of your position.

Conflict of Interest

Conflict of interest arises when a person participates in a decision about a matter (including any contract or arrangement of employment, leasing, sale or provision of goods and services) which may benefit that person because of their direct or indirect monetary or financial interests affected by or involved in that matter. In the event that such a matter arises, the person shall formally disclose the interest, refrain from attempting to persuade or influence other persons participating in the decision, and shall not cast a vote on the matter.

Confidentiality

Respect and maintain the confidentiality of information gained as a Board member or volunteer.

Sexual or Personal Harassment

Sexual harassment is any conduct, comment, gesture or contact of a sexual nature that is unwanted or unwelcome by an individual.

Personal harassment means any conduct that is verbal or physical that is discriminatory or offensive in nature. It includes conduct that is unwanted or unwelcome including actions that cause distress and serve no legitimate purpose within the organization.

Westlock Cultural Arts Society does not condone sexual or personal harassment.