



Code of Conduct

Making the Shift Inc. Policies and Procedures	Code of Conduct Policy
Effective:	Review: Annually Last Review: June 23 rd 2020 Approved: June 23 rd 2020
Responsible Committee:	Governance Committee
Approver:	Board

Background

This policy serves as a statement of the fundamental principles of conduct of Making the Shift Inc. ("MtS").

MtS recognizes that certain persons covered under this policy may also be subject to similar policies/codes of conduct, including by virtue of their employment with other organizations. For example, as York University ("YU") employees, MtS staff are governed by YU policies. All York Policies, Procedures and Regulations can be found here: <http://secretariat-policies.info.yorku.ca/>. This Code of Conduct policy (hereafter referred to as "Code") also applies hand-in-hand with certain other MtS policies – such as the [MtS Conflict of Interest Policy](#) and the [MtS Whistleblower Policy](#). Also, as outlined in the MtS Network Agreement, Research Ethics are governed by the relevant MtS Member's institution (that receives funding from MtS) and it is the responsibility of the Network Investigator to ensure that appropriate certification and/or institutional approval is obtained for their Network Research. Nevertheless, this Code of Conduct is expected to be harmonious with and in addition to any such other policies, without derogating from related obligations that persons covered by this Code may have under such other policies, agreements, or the like.

I. Scope

This Code applies to all persons working with or for MtS, or otherwise collaborating with MtS (collectively referred to as "Associates"), including but not limited to: researchers, partners, students, speakers, volunteers, service providers, staff, management, MtS members, MtS Network Affiliates, and MtS directors. The highest possible standards of ethical conduct are required for all persons and organizations associated with MtS.



II. Policy/Code of Ethical Conduct

Context:

1. MtS Inc. affirms its commitment to building a more equitable, diverse and inclusive Canadian research enterprise that sees the racial and ethnocultural diversity of its community as a source of excellence, enrichment and strength.
2. MtS Inc. affirms its commitment to human rights and reconciliation, and, in particular, to the principle that every member of the MtS community has a right to equitable treatment without harassment or discrimination.
3. MtS Inc. acknowledges its ongoing responsibility to foster fairness, inclusion and respect, and to create and maintain a positive working and learning environment.
4. MtS Inc. affirms its commitment to cocreation and collaboration with persons with lived experience of youth homelessness. We believe that preventing and ending youth homelessness must be informed by those with lived experience in a meaningful, inclusive and respectful way.

MtS expects all Associates to:

- Avoid any conflict of interest, including by declaring any potential conflict in advance of discussion or involvement. The MtS Conflict of Interest policy can be found [here](#).
- Treat others with respect and consideration, valuing a diversity of views and opinions, and creating and maintaining a positive working and learning environment.
- Communicate openly with respect for others.
- Promptly report inappropriate behaviour to the MtS Managing Director, MtS Scientific Director, and/or MtS Partnership & Implementation Director.

Unacceptable behaviour

To avoid doubt, the following behaviours and actions will not be tolerated in any form:

- Intimidation;
- Harassment;
- Sexual Assault;
- Exploitation;
- Abuse of Power;
- Abusive, discriminatory, derogatory, demeaning, disruptive remarks or actions;
- Violence;
- Failure to abide by venue rules and regulations;
- Unlawful behaviour;
- Destruction to property.

This is not an exhaustive list.

III. Process for Handling Code of Conduct Violations



Witnessing/Experiencing a Code of Conduct Violation:

- If appropriate, address the inappropriate behaviour directly, and/or immediately involve an MtS staff member (if present).
- Violations of this Code will not be tolerated. Swift and immediate action will be taken, including internal escalation within MtS or external referral for further action, in MtS's discretion.
- Anyone experiencing or witnessing behaviour that constitutes an **immediate or serious threat** is advised to contact 911.

Filing a Complaint subsequent to a Code of Conduct Violation:

- Violations or suspected violations of this Code may be reported at any time, will be taken seriously, and should be reported despite any lapse in time since the event. However, when possible, it is requested that reporting be timely – as soon as possible during or after an incident.
- Complaints will be directed to the Board Level. If the complaint is against an individual in MtS's governing body, they would not be a part of the complaint review process.
- MtS Board Members (while themselves being sensitive and acting in compliance with MtS's Conflict of Interest Policy) will determine if a Code violation or suspected violation warrants further investigation and the involvement of police services or other external referrals. Every reasonable effort will be made to notify the complainant and/or obtain their feedback with respect to such further investigation or external referral, as appropriate in the circumstances and in MtS's discretion.
- MtS may prohibit those who violate this Code from future attendance of or participation in MtS events or any network activities, and/or MtS may terminate its relationship with such Associate. This includes the potential termination of Network Agreement(s) or MOU(s) with any party responsible for or associated with the violation.
- In cases where a MtS Associate causes harm or potential harm to the professional reputation of MtS, the preceding sanctions or further sanctions may apply.
- The complainant will be notified of the outcome of their complaint within a reasonable amount of time.

IV. Review:

This policy shall be reviewed annually by the Governance Committee of the MtS Board.