

SECTION 3 – RTAM CODE OF CONDUCT

3.01 Applicability of the Code of Conduct

All members of RTAM, regardless of membership class, shall be required to honour and follow the RTAM Code of Conduct as it pertains to all meetings of members, including the Board and Executive Committee.

3.02 Code of Conduct Principles

All members of RTAM, regardless of membership class, agree:

- a) that RTAM member meetings shall be conducted with respect for others and with proper decorum;
- b) that RTAM members who participate in member meetings shall address the question or issues debated and avoid personality matters.
- c) that an RTAM member shall first direct any criticism of the conduct of another to that member in private. Only after informing that member of the intent to do so, the complainant may direct the criticism to the Board through a formal notification;
- d) that RTAM members shall speak and act with respect and dignity and deal judiciously with all others, always being mindful of each other's rights;
- e) that an RTAM member's conduct towards their colleague(s) and all those associated with RTAM is to be characterized by consideration and good faith;
- f) that RTAM members are expected to adhere to the highest standard of ethical conduct, consistent with the values of integrity, impartiality and discretion; that
- g) that RTAM members shall attend to business diligently and explore all options for any issue presented;
- h) that RTAM members shall accept final decisions made on any particular issue;
- i) that RTAM members shall attempt to make meetings as pleasant as possible, as all members are volunteers attempting to work for the greater benefit of all RTAM members; and
- j) that the Code of Conduct belongs to all and should be followed by all.

3.03 Enforcement of the Code of Conduct

The following principles apply to the enforcement of the RTAM Code of Conduct:

- a) it is the responsibility of all members to enforce the Code of Conduct;
- b) members shall encourage and support other members in maintaining compliance with the Code of Conduct;
- c) members may confidentially contact the President or the Executive Director, or another individual designated by the Executive Committee, to inquire about the Code of Conduct and to receive advice in support of maintaining compliance;
- d) The President, Executive Director, or other individual designated by the Executive Committee, may proactively contact and advise a member if a potential breach of the Code of Conduct by that member has informally come to their attention. In such circumstances these individuals shall not be required to submit formal notification even if they believe non-compliance has occurred. The intention of such contact is to encourage and support the member in achieving compliance;
- e) Any member shall be entitled to submit a formal notification to the Board should they believe a member has behaved in a manner that does not comply with the Code of Conduct;
- f) Upon receipt of formal notification of a member's contravention of this Code, the Board shall undertake the required steps outlined in Section 4.05 to initiate the member discipline process; and
- g) Any member who conducts themselves in a manner that does not comply with the Code of Conduct is in contravention of the Code and the Bylaws and may be subject to disciplinary action up to and including suspension or expulsion from RTAM;