

IPTRA Code of Conduct (Approved by the IPTRA board of directors on July 2, 2025)

This Code of Conduct outlines the expectations, guidelines, and standards of behaviour for all members and attendees of IPTRA. It governs behaviour during activities, events, meetings, and any interactions between members and attendees. By participating in IPTRA events, members and attendees agree to abide by this Code.

A. Members and Attendees Responsibilities

All IPTRA members and attendees shall:

- Act honestly, ethically, and with integrity, avoiding any behaviour that could harm the IPTRA's reputation or values.
- Be responsible and accountable for their actions and ensure that guests understand and adhere to IPTRA expectations.
- Welcome everyone from different cultures and backgrounds.
- Treat all individuals with dignity, listen to and respect their rights and opinions, and refrain from discriminatory or derogatory remarks or actions.
- Be mindful of the impact of their words and actions on others, avoiding bullying, harassment, intimidation, or inappropriate behaviour in any form.

IPTRA members and attendees shall not:

- Display or condone the use of inappropriate or abusive language, bullying, harassment, discrimination, physical violence, or conduct that may be construed as unethical. This includes all forms of communication, such as **email, phone, and/or social media** but not limited to these forms of communication.

B. Executive Committee Responsibilities

Executive Committee members shall:

- Actively contribute to the effective work of the Executive by regularly attending and preparing for meetings.
- Demonstrate diligence in performing their Executive responsibilities.
- Act only in the interests of IPTRA as a whole, not for individuals or small groups.
- Apply judgment carefully, making decisions that are transparent, objective, impartial, and fair, and based on an analysis of all available and relevant information.
- Keep discussions on Executive differences of opinion within the committee. Outside parties should not be involved.
- Declare any actual or potential conflicts of interest.
- Use concise and forthright written and oral communication.
- Seek ways to reasonably accommodate members' and attendees' needs.
- Manage IPTRA funds to maximize value for money in all financial dealings.
- Follow the prescribed policies and procedures for receiving, recording, handling, and protecting money.
- Inform members about the Code of Conduct, its importance, and any updates or changes.
- Apply the Code of Conduct fairly and consistently, addressing any breaches promptly and appropriately.

C. Conflict Resolution

The Executive will attempt to resolve conflicts and disputes respectfully, using constructive

communication and seeking peaceful resolutions.

Conflict resolution process is:

- The event co-ordinator will be the first to intervene.
- If this is not successful, the Executive co-presidents will attempt to resolve the conflict on a personal meeting with the offending party.
- Identify the issues.
- Identify common goals.
- Identify expected outcomes and the steps to achieving these.
- Desired behaviour is to commence immediately.

D. Consequences

- If the offending party makes the desired changes, then decide to take no further action.
- If the offending party will not effect the desired change, they will no longer be permitted to participate in the event for 30 days.

E. Executive Breaches of the Code

- If a member or attendee believes that the Code has been breached by one of the Executive, the following procedure will begin:
- Initiation of an informal discussion with the person of concern, referring to specific parts of this Code by two of the Executive.
- If the informal discussion does not resolve the issue, the Conflict Resolution will apply.
- If the offending party makes the desired changes, then decide to take no further action.
- If the offending party will not effect the desired change, they will no longer be permitted to be a member of the Executive committee for 30 days.

