

Dufferin Piecemakers Quilting Guild

CODE OF CONDUCT

One of the cornerstones of the Dufferin Piecemakers Quilting Guild (DPQG) mission is to foster an atmosphere of kindness, support and respect for all members as outlined in *The Dufferin Piecemakers Quilting Guild Constitution and Bylaws*. The Code of Conduct clarifies the basic standards of behaviour expected of all members of the Dufferin Piecemakers Quilting Guild and offers a clear roadmap of how grievances will be addressed and resolved. It is a living code that is open to amendment as needed.

Fostering an atmosphere of kindness, support and respect

In order to ensure a respectful and inclusive environment for everyone, all members and guests at DPQG events are expected to:

- Act with kindness, fairness, honesty and integrity.
- Be inclusive and make a concerted effort to be inviting and welcoming to others, particularly those you don't know well. Encourage the exchange of ideas by inviting the differing viewpoints of others, and by offering recommendations or opinions in a respectful manner.
- Encourage and support other members of our Guild community.

Unacceptable Behaviours

Behaviours that do not foster an atmosphere of kindness, support and respect for all members will not be tolerated.

These behaviours include, but are not limited to:

- Harassment
- Bullying
- Discrimination
- Personal attacks or offensive verbal and/or written comments (e.g. email, texts, social media posts, telephone, letter)

How to Report a Breach of the Code of Conduct

The intention is the Code of Conduct be used only for serious issues, and/or if less formal attempts at resolution were unsuccessful. Any member or guest of the Guild who, at a meeting or event of the Guild, experiences or observes an unacceptable behaviour is encouraged to report their concern.

- Any member of the Executive can take a report at the time of the incident.
- The complainant can fill out the appropriate form at the link on the DPQG website. The form will be directed to a DPQG officer. Alternatively, a written letter can be submitted to a member of the Executive at a Guild meeting or event or mailed to the Dufferin Piecemakers mailing address.
- A DPQG officer will acknowledge receipt of the complaint within fourteen days via the preferred contact method indicated on the form or letter.
- Please understand that complaints filed anonymously will not be considered as it will not be possible to confirm details.

Response to a Breach of the Code of Conduct

1. A DPQG officer will present the concern to the Committee* for review and appropriate action.
2. The respondent will be notified and given an opportunity to present their response in writing.
3. All complaints and responses will be documented.
4. If the complaint is in regard to an Executive member, that member will recuse themselves from the process. If it's determined that a member has behaved in a way that is contradictory to the Code of Conduct, consequences could include, but are not limited to, the following:
 - a. Conflict mediation
 - b. Exclusion from any executive or committee positions
 - c. Their Guild membership may be revoked, and from that time they will be prohibited from participating in all Guild events, activities and Guild sub-groups such as retreats, Quilting by Association, Stitch and Share etc.
 - d. Any member whose membership in the DPQG is revoked is entitled to receive a refund of prorated dues and any deposits. The decision of the Committee is binding. All parties will be informed of this decision.

*The Committee will consist of members of both the Executive and general membership, not personally involved with the breach of the Code of Conduct.