

# **Lazaridis Students' Society Code of Conduct**

The below Code of Conduct applies to all executive members of the Lazaridis Students' Society or a Lazaridis Students' Society affiliated Club or Association who have signed an Executive, Vice President or President contract for the May 2023-April 2024 academic year. Some parts of the code of conduct apply only to the Lazaridis Students' Society Team, these sections are indicated by an asterisk (\*).

## 1.0 Professional Responsibilities

- 1.1 The Lazaridis Students' Society Executive team and affiliated organizations represents the student body as a whole and is expected to act with utmost professionalism while in their role.
- 1.2 As an Executive, you are not free to speak negatively of the students, the Lazaridis Students' Society, Lazaridis School of Business and Economics and Wilfrid Laurier University that you represent in any capacity. Failure to do so could result in the removal of your position.
- 1.3 It is expected that you treat others with respect and maintain professional relationships with all club executives and Lazaridis Students' Society executives.
- 1.3.1.1 It is expected that all executives respect the varying comfort levels of each individual on the Lazaridis Students' Society in relation to activities, willingness to participate, and personal boundaries.
- 1.4 If an executive acts in a manner or is perceived to act in a manner that is not to the highest standard of professionalism expected, the individual may be removed from their role.
- 1.5 This includes but is not limited to the following expectations:
  - 1.5.1.1 As an executive you will not violate the law.
  - 1.5.1.2 Represent someone else's work as your own.
  - 1.5.1.3 Engage in any manner of sexual conduct/harassment that may discredit the organization; this includes but is not limited to written and verbal comments and any unwanted physical conduct whether you are acting as a Lazaridis Students' Society executive or not.
  - 1.5.1.4 Discriminate against others for any reason.
  - 1.5.1.5 Excessive drinking at Lazaridis Students' Society events.
  - 1.5.1.6 Using profane language with club executives or corporate partners.
  - 1.5.1.7 Becoming excessively aggressive in communications with other executives.
  - 1.5.1.9 An Executive cannot be wearing any Lazaridis Students' Society affiliated branding if engaging in any unprofessional conduct (i.e., drinking, smoking, vaping, unsanctioned group gatherings, violation of public health measures).



#### 2.0 Conflict\*

- 2.1 Conflict within the Executive Leadership team must be reported through official documentation. The steps when faced with conflict are as follows:
  - 2.1.1.1 Send an official complaint or notice to the respective party outlining the conflict.
  - 2.1.1.2 If the behavior does not change in a suitable time frame progress the process by filling out a Conflict Report Form (CRF) and sending it to the Lazaridis Students' Society President by email.
  - 2.1.1.3 Once this CRF is submitted the Lazaridis Students' Society Presidents will give an official written warning to the respective party
  - 2.1.1.4 If the behavior continues there will be a conduct meeting between the Lazaridis Students' Society Presidents and the appropriate parties to discuss disciplinary action.
  - 2.1.1.5 Conflict within the Executive team must be reported through official documentation. The steps when faced with conflict are as follows:
  - 2.1.1.6 Send an official complaint or notice to the respective party outlining the conflict.
  - 2.1.1.7 If the behavior does not change in a suitable time frame, progress the process by filling out a Conflict Report Form (CRF) and sending it to the Lazaridis Students' Society President or your respective Vice President by email.
  - 2.1.1.8 Once this CRF is submitted the Lazaridis Students' Society Presidents will give an official written warning to the respective party.
  - 2.1.1.9 If the behavior continues there will be a conduct meeting between the Lazaridis Students' Society Presidents and the appropriate parties to discuss disciplinary action.
- 2.2 Any and all communication about an individual or group of individuals outside an official conflict meeting between the Lazaridis Students' Society Presidents, Executive Vice President and the respective parties is considered to be an informal meeting in which the parties are guilty of slander and will be in violation of this Code of Conduct and will result in the parties being removed from their position.
- 2.3 On exception to the prior point, individuals may consult with the Presidents or Executive Leadership team, specifically the Executive Vice President about any conflict or challenges. Such parties are held to a higher code as explained below.
- 2.4 In order to mitigate conflict, the Presidents of the Lazaridis Students' Society and the Executive Leadership team will initiate management meetings with their teams to ensure team morale is adequate.
- 2.5 Any potential conflicts of interest in regard to an executive holding more than one position on the Lazaridis Students' Society and any subsidiary club/association must be communicated



to the executive's respective Vice President and the Executive Vice President. Matters will be handled on a case-by-case basis and will be evaluated on the different positions potential to be mutually exclusive and non-conflicting roles.

## 3.0 Bullying and Harassment

- 3.1 The Lazaridis Students' Society will not accept any form of bullying or harassment from executive team members.
- 3.2 Any form of bullying or harassment will be reported to the Students' Union and to the faculty council in order to receive next steps on disciplinary action that will be taken by the Lazaridis School of Business and Economics.

#### 4.0 Reimbursements\*

- 4.1 All reimbursements made by the Lazaridis Students' Society Executive must be in accordance with our Financial Policy and must be approved by a Vice President or the President(s) prior to purchase.
- 4.2 Any executive member that is caught abusing funds, lying about expenses or helping others deceive our process will be removed from their role immediately.
- 4.3 All expenses you incur while in your role for the organization's operation will be reimbursed. You should not be paying for anything for the organization from your own funds.

#### 5.0 Clubs Office

- 5.1 Lazaridis Students' Society executives, and executives of affiliated orginizations are given the privilege to use the clubs' office.
- 5.2 There is no drugs or alcohol permitted in the clubs' office, with the exception of alcoholic gifts for sponsors. Individuals who are caught with such substances will be removed from their role immediately.
- 5.3 You may not bring individuals into the office who have not been given access.
- 5.4 Any executive member who is caught stealing from the office or damaging the office will be removed from their role immediately.
- 5.5 It is expected that the Lazaridis Students' Society executive be role models and follow the Club Office Policy.

## 6.0 Duties and Responsibilities\*

6.1 The Lazaridis Students' Society Executive Team is expected to meet the responsibilities and time commitments for their respective role.



- 6.2 It is the responsibility of the Lazaridis Students' Society Executive Team to ensure that all emails and Slack communication is responded to within 24 hours of being received.
- 6.3 Any communication that is labelled as urgent must be responded within 12 hours of being received.
- 6.4 It is expected that the Lazaridis Students' Society Executive Team provides their phone numbers and makes themselves available to receive urgent communication.
- 6.5 It is the responsibility of the Lazaridis Students' Society Executive to attend all weekly Executive meetings. You must notify the Executive Vice President 48 hours prior to the meeting if you cannot attend and an explanation as to why you are unable to. Any individual who misses more than the majority of the weekly meetings will be automatically removed from his/her role.
  - 6.5.1.1 If the semester is deemed online by Wilfrid Laurier University, the Lazaridis Students' Society Executive is expected to attend all virtual meetings with their cameras on (if possible) and must exhibit professionalism during meetings.
- 6.6 It is required that all Executive members commit to at least 15 hours of boothing throughout their term.
- 6.7 All Executive members are expected to attend all Lazaridis Students' Society events which are deemed to be mandatory by the Lazaridis Students' Society President.
  - 6.7.1.1 If the semester is deemed online by Wilfrid Laurier University, the Lazaridis Students' Society Executive is expected to attend all virtual events with their cameras on (if possible) and must exhibit professionalism during events.
- 6.8 It is expected that the Lazaridis Students' Society Executive team plays an active role within the clubs and associations we represent. All executive members are required to attend at least three events run by the clubs and associations we represent as Lazaridis Students' Society brand ambassadors. It is mandatory to attend events scheduled by the VP or Director of Club Strategy; if there is a major conflict with a scheduled event the Executive is responsible for informing the Club Strategy team and finding an executive to cover the event.

# 7.0 President(s) and Executive Leadership Team\*

- 7.1 As leaders of the organization, the Executive Leadership team and President(s) of the Lazaridis Students' Society are held to the highest standard of professionalism.
- 7.2 It is the responsibility of the Presidents and Executive Leadership team to ensure that any privileged information shared is kept confidential and only reported to the necessary parties.
- 7.3 All Executive Leadership team members have a duty to report to the Presidents any and all reports of bullying, sexual harassment, conflict and/or any acts performed by the Lazaridis



Students' Society Executive Team members that could possibly tarnish the reputation of the organization.

7.4 The President(s) and Executive Leadership Team have a duty to ensure that all meetings and events are accessible to the entire Lazaridis Students' Society team, respecting each executive's individual comfort levels regarding the COVID-19 pandemic.

### 8.0 Equity, Diversity, and Inclusion (EDI)

- 8.1 As an Executive of the Lazaridis Students' Society, you will respect and act in accordance with our efforts and initiatives to uphold principles of Equity, Diversity, and Inclusion.
  - 8.1.1 You will engage in our monthly EDI roundtable discussions and CSEDI training, and make a concerted effort to educate yourself on the topics and issues we present, as well as the resources made available.\*
- 8.2 When interacting with other Executives, corporate sponsors, external partners, and faculty members, executives will use respectful language that makes others feel comfortable and represented.
  - 8.2.1 This includes introducing yourself with your name and pronouns, utilizing gender neutral language, and calling others by their preferred names.
  - 8.2.2 When addressing larger groups, Executives will avoid using slang, idioms, acronyms, or jargon that not everyone may understand or be familiar with.
- 8.3 It is expected that all Executives prioritize our goal of making the Lazaridis Students' Society a safe, respectful and inclusive place to work, and remember this in all interactions with other executives, club members, faculty members, and students at Laurier.
  - 8.3.1 This is inclusive of jokes, banter, ridicule, and taunts that have the potential to offend, intimidate, degrade, insult, or humiliate others.
- 8.4 Be an ally and advocate for others.