



## Code of Conduct

### 1 Preamble

- 1.1 Membership and participation in the activities of Youth Science Canada offer many benefits and privileges. At the same time members and participants are expected to fulfil certain responsibilities and obligations, including complying with this Code of Conduct that reflects our commitment to an environment free of abuse and harassment, protecting individuals' physical and psychological integrity, and ensuring their dignity.

### 2 Definitions

- 2.1 The following terms have these meanings in this Policy:
- a) "YSC" will mean "Youth Science Canada".
  - b) "Individual(s)" will mean all categories of membership defined in the YSC Bylaws, and all people employed by YSC or engaged in programs and events with YSC. This includes, but is not limited to youth and adult program participants and guests, national and CWSF volunteers, judges, staff, contractors, and members of YSC.
  - c) "CWSF" will mean "Canada-Wide Science Fair".
  - d) "EUCYS" will mean "European Union Contest for Young Scientists".
  - e) "ISEF" will mean "International Science and Engineering Fair".
  - f) "MILSET ESI" will mean "MILSET Expo Sciences International".

### 3 Application of this Policy

- 3.1 This policy applies to Individuals during all aspects of their participation in YSC programs, activities, events and travel, including but not limited to CWSF, EUCYS, ISEF and MILSET ESI.
- 3.2 This policy may apply to conduct that occurs outside YSC's programs, activities, events, and travel where such conduct adversely affects any Individual and/or is detrimental to the image and reputation of YSC.

### 4 Policy

- 4.1 YSC shall provide an environment in which all Individuals are treated with respect and free of abuse and harassment. Further, YSC is committed to equity, diversity and inclusion in all events and activities and prohibits discriminatory practices or behaviours.
- 4.2 Individuals shall conduct themselves in a manner consistent with this policy. Individuals who violate this code may be subject to sanctions pursuant to YSC's Discipline Policy.
- 4.3 All Individuals have a responsibility to:
- a) Maintain and enhance the dignity and self-esteem of other Individuals;
  - b) Demonstrate respect for Individuals regardless of body type (i.e., body size, shape, etc.), physical characteristics, gender, ancestry, colour, ethnic or racial origin,

- nationality, national origin, sexual orientation, age, marital status, religion, political belief, disability or economic status;
- c) Ensure that comments or criticism are constructive, supportive, and contribute positively to the education of event or activity participants and/or the improvement of YSC programs, events and activities;
  - d) Demonstrate ethical conduct and practices.
  - e) Abstain from the non-medical use of drugs;
  - f) Refrain from any behaviour that constitutes harassment, where harassment is defined as comments or conduct, directed towards an Individual or group that is offensive, abusive, racist, sexist, degrading or malicious. Types of behaviour that constitute harassment include, but are not limited to:
    - 1) Verbal abuse, threats or outbursts;
    - 2) The display of visual material that is offensive or which one ought to know is offensive;
    - 3) Unwelcome remarks, jokes, comments, innuendos or taunts;
    - 4) Leering or other suggestive or obscene gestures;
    - 5) Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
    - 6) Practical jokes that cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;
    - 7) Any form of hazing or bullying;
    - 8) Coercing another person to act against their will;
    - 9) Stalking;
    - 10) Using force or intimidation;
    - 11) Unwanted physical contact including touching, petting, pinching or kissing;
    - 12) Physical assault;
    - 13) Behaviours using intimidation, blackmail, manipulation, lies, tricks, breach of trust, threat, coercion or physiological violence;
    - 14) Behaviours such as those described above that are not directed towards Individuals or groups but have the effect of creating a negative or hostile environment; or
    - 15) Retaliation or threats of retaliation against an Individual who reports harassment.
  - g) Refrain from any behaviour that constitutes sexual harassment, defined as unwelcome sexual comments and sexual advances, request for sexual favours, or conduct of a sexual nature. Types of behaviour that constitutes sexual harassment include, but are not limited to:
    - 1) Sexist jokes;
    - 2) Unwelcome sexual attitudes or gestures;
    - 3) Display of sexually offensive material;
    - 4) Sexually degrading words;
    - 5) Inquiries or comments about a person's sex life;
    - 6) Unwelcome sexual flirtations, advances or propositions;
    - 7) Persistent unwanted contact; or
    - 8) Sexual assault.

- h) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
  - i) Respect the property of others and not wilfully cause damage.
  - j) Respect the privacy of others.
  - k) Refrain from accessing inappropriate online materials, disrupting online services, or violating the computer, network, or online account security of others.
  - l) Adhere to all federal, provincial, municipal or host country laws.
  - m) Comply with the policies and rules of YSC events and events attended as a member of a YSC team or delegation, as adopted and amended from time to time, including complying with any contracts or agreements executed with YSC.
- 4.4 In addition to the responsibilities described in Section 4.3, all adult Individuals at YSC events shall:
- a) Abstain from the use of alcohol and tobacco where minors are present;
  - b) Ensure that the consumption of alcoholic beverages is reasonable in social situations where minors are not present.
- 4.5 In addition to the responsibilities described in Section 4.3, CWSF adult delegates and chaperones at events such as, but not limited to, CWSF, EUCYS, ISEF, and MILSET ESI shall:
- a) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience and background of the youth in their charge;
  - b) Ensure that expectations for behaviour and conduct are made clear to the youth in their charge;
  - c) Provide supervision for youth in their charge in a manner that fulfils what a judicious parent would expect (in loco parentis). While delegates or chaperones are not expected to be physically present with youth 24 hours a day, finalists should have physical access to their delegate, chaperone or stand-in 24 hours a day;
  - d) Provide supervision and or assistance to other youth at YSC events when the need arises or if help is requested by a youth or another delegate or chaperone;
  - e) Communicate and cooperate with the parents/guardians of participating youth and ensure that parents/guardians are aware of the expectations for their children and the range of consequences for misbehaviour.
  - f) Understand the consequences of serious misbehaviour as described in the YSC Discipline Policy;
- 4.6 In addition to the responsibilities described in Section 4.3, youth participants will:
- a) Support and cooperate with every member of his or her regional or national team.
  - b) Adhere to the expectations set out in writing by their regional delegate or chaperone;
  - c) Attend and participate in all programs, activities, tours and events that are part of the YSC event;
  - d) Be punctual at all YSC programs, activities and events;
  - e) Attend their displays at all designated times during the period that the event is open to the public;
  - f) Ensure that their delegate or chaperone knows at all times where they are and with whom;
  - g) Obtain their delegate's explicit permission before leaving the group;

- h) Respect all curfews established by their delegate or chaperone;
- i) Get sufficient sleep;
- j) Properly represent themselves and not attempt to enter an event or activity for which they are not eligible, by reason of age, classification or other reasons.
- k) Understand the consequences of serious misbehaviour as described in the YSC Discipline Policy; and
- l) Comply with the YSC Academic Integrity Policy.

4.7 Youth participants shall not:

- a) Enter any areas declared off limits;
- b) Engage in any activity that brings the moral tone of any YSC event or team into disrepute;
- c) Buy, possess, consume or distribute alcohol; or
- d) Buy, possess, consume or distribute tobacco products, illegal substances and materials (including drugs) as prescribed by local and applicable laws.

4.8 In addition to the responsibilities described in Section 4.3, Judges shall:

- a) Be fair and objective.
- b) Provide feedback that is constructive, supportive, encouraging, and contributes positively to the STEM education of youth.
- c) Avoid situations in which an actual or perceived conflict of interest may arise.
- d) Make independent judgments.

## **5 Means of Communication and Implementation**

5.1 YSC shall develop and provide Individuals participating in or involved with its activities with a Guide to Ethics and Conduct relating to prevention and intervention.

5.2 The Board of Directors shall adopt a Volunteer Recruitment Policy.

5.3 The Board of Directors shall ensure that applicable clauses from this policy are integrated into the Employee Recruitment Policy.

5.4 The Board of Directors is responsible for taking steps to verify the integrity of the Executive Director and for implementing an effective selection process. The Executive Director shall be responsible for verification of the integrity of all other employees and for implementing an effective selection process.

5.5 YSC shall disseminate the information contained in this Policy. Specifically, YSC shall be responsible for the following:

- a) Informing all Individuals of the existence and contents of this Policy;
- b) Ensuring that the procedures for recruiting and hiring employees and volunteers is in compliance with this Policy;
- c) Raising awareness of all YSC volunteers and employees of the issue of abuse and harassment, as well as the procedure indicated in this Policy;
- d) Receiving complaints from persons, or their representatives, who feel they are victims of abuse or harassment;
- e) Acting quickly to stop any instances of either abuse or harassment;
- f) Submitting all complaints to the police if the nature of the act reported may be criminal;

- g) Reviewing the conditions of the policy periodically in order to ensure that it complies adequately with the legal obligations and objectives of YSC.