

# **Toronto Camera Club: Code of Conduct**

*As Approved by the Board March 10, 2026*

## Preamble

The Toronto Camera Club is committed to fostering a respectful and inclusive environment for all members. Every member has the right to attend Club events and participate in Club activities in an atmosphere characterized by courtesy, mutual respect, and appropriate conduct, and which is free of harassment.

## Standards of Conduct

Members are expected to conduct themselves in a manner that upholds the values and reputation of the Club. Unacceptable conduct includes, but is not limited to:

- Repeated or ongoing behaviour or communication that a reasonable person would recognize as unwelcome or inappropriate;
- Verbal abuse or the use of offensive or discriminatory language, whether in person, by email, or through online platforms; and
- Conduct that is intimidating, disruptive, or undermines the dignity or participation of others.

Unacceptable conduct can include a pattern of behavior, or a single incident of particularly serious misconduct.

## Complaint Process

A member who believes that this Code of Conduct has been breached should contact the President or another member of the Board of Directors to express their concerns and the remedy they are seeking. Complaints will be treated confidentially and will not be shared with the Membership except as required to ensure fairness or as noted below.

## Investigation

The President or Club member(s) assigned by the President will review and investigate the concern. The complainant will be interviewed, and the individual(s) whose conduct is under review will be advised of the substance of the concern and given an opportunity to respond.

Where necessary to ensure procedural fairness, relevant details may be shared with the individual(s) involved.

A confidential report will be prepared addressing:

- The nature of the concern;
- The findings;
- The remedy sought;
- The extent to which the matter has been resolved (for example, through discussion, clarification, or apology); and
- Any recommended further action.

### Decision

The Board will receive and review the report, meet in camera, and, if necessary, determine appropriate action, up to and including termination of membership. The President will advise the parties of the Board's decision.

### Awareness

This policy shall be posted on the Club's website so that it is available to all members. The policy will be referenced in applications for membership and membership renewal.