



## **Code of Conduct for the Brantford Potters' Guild/ ClayWorks Studio**

### **Introduction**

The Code of Conduct is based on principles of integrity, excellence, and diversity. **The Brantford Potters' Guild** expects that this code should be adhered to equally by all (associates): board of directors, members, and staff (if any).

The key values and principles that guide our organization include **respect for each other, ourselves and a commitment to the communities in which we live.**

### **MANDATE OF THE BRANTFORD GUILD**

- To bring together people who have a common interest in pursuing the craft of pottery,
- To stimulate and maintain interest in the craft,
- To encourage high standards of craftsmanship by providing learning opportunities to improve the skill and artistry of the potters.
- To foster a community awareness of the ceramic arts by encouragement and support of individuals organizations
- To operate ClayWorks Learning Studio for Ceramic Arts and Pottery for teaching classes for adults, children and youth and providing studio access time for Guild Members use.

### **Our Principles:**

#### **Integrity**

- Conduct business lawfully and ethically.
- Disclose conflicts of interest.
- Honour all laws, statutes, regulations and contractual obligations.
- Respect sensitive and confidential information.
- Seek openness and fairness in dealing with others.
- Protect the assets of The Brantford Potters' Guild and ClayWorks and use them responsibly.

#### **Excellence**

- Commit to provide our members with services and facilities that meet their needs and are economically accessible.

- Strive for ever-increasing improvement in executing the clay arts.
- Work collaboratively with colleagues.
- Maintain artistic integrity by supporting diversity and freedom of expression.

## **Accessibility**

- Create an atmosphere and environment that is accessible to all, regardless of individual ability.

## **Health and Safety**

- Conduct business in a way that most effectively protects the safety and health of staff and members.
- Create and maintain a safe and healthy workplace.
- Adhere to the rules of the Ontario Safety Standards Act and other applicable laws.

## **Sustainable Development**

- Become a leading arts organization through balancing financial growth, social responsibility and artistic leadership.
- Meet all commitments to arts councils, donors and granting bodies.
- Create strong partnerships with other artist-run centres and art organizations.

## **Relationships with Members**

- Provide members with a state-of-the-art facility and the training they need to make informed choices in using it.
- Treat members courteously and in a professional manner, respecting their privacy and diversity.

## **Diversity**

- Treat members and all others with respect, compassion and dignity regardless of race, ancestry, colour, place of origin, sex, ethnic origin, age, marital or family status, disability, sexual orientation, creed, religion, size, ability and citizenship.
- Strive to create a membership and that reflects the diverse communities in which we operate.
- Avoid behavior that demeans, intimidates, or humiliates a person or group of people.

Clarifications:

## **Conflict of Interest Definition**

- A conflict of interest is any situation where a person's private or personal interest may interfere, appear to influence, or could potentially interfere in the objective exercise of his or her decision relating to the Brantford Potters' Guild and ClayWorks Studio.

## **Guidelines for avoiding Conflicts of Interest\***

- Base any business decision made for the Brantford Potters' Guild and ClayWorks Studio on merit and on whether it is strictly in the best interest of the organization.
- Derive no personal benefits, whether direct or indirect, when making business decisions on behalf of the organization.
- Do not take part in, or in any way influence, any decision that might result in a financial advantage for you, your family members or friends.
- Sensitive unresolved information discussed at board meeting will be kept at board level until resolved.
- Board members are expected to support decisions which have been collectively voted in.
- When in doubt, ask the President of the Board of Directors.

\* It is recognized that the members of an artist-run-centre may have interests and involvements with other artist-run-centres and organizations. These multiple involvements do not necessarily represent a conflict of interest.

## **Sensitive Information Definition**

Sensitive information includes information that is proprietary, technical, business, financial, or personal, requiring confidentiality. If It is owned by, or has been entrusted to the Brantford Potters' Guild it must be kept confidential.

Sensitive information should be protected for reasons that include:

- Preserving the reputation of the Brantford Potters' Guild by not disseminating gossip or hearsay that could damage our standing in the community.
- Protecting sensitive information against theft, loss, destruction, unauthorized access, or misuse.

## **Purchasing**

- Make purchasing decisions honestly and with integrity, using such criteria as competitive pricing, quality, quantity, delivery, service and benefit to our organization. Purchasing decisions will not be based on favoritism, prejudice, preferential treatment or personal gain.

## **Suppliers**

- Treat suppliers courteously, fairly, and in a professional manner.

## **Relationships with Not-for-Profit and Professional Organizations**

- If a member attends on behalf of the Guild a public gathering it must be made clear whether she/he is speaking for the Brantford Potters' Guild/ClayWorks or for her/himself.
- Any member's political activities should be kept separate from the activities of the Brantford Potters Guild and ClayWorks Studio

### **Proper Use of Assets**

- Members should protect the studio's physical assets, use them properly and only for guild business.
- Protect the physical assets from theft and destruction, for example, by vandalism or neglect.
- Protect the organization's intellectual property (such as copyrighted information, trademarks and logos, patents and trade secrets) against loss or infringement and use it only for Guild business.

## **Accounting and Finance**

- Use the guild funds only for lawful and proper purposes.
- Exercise integrity, prudence, and judgment when incurring and approving business expenses. Handle all cash and bank account transactions in a manner that avoids any questions of bribery, kickbacks, other illegal or improper payments or any suspicion of impropriety whatsoever.
- Ensure that all guild documents accurately and clearly represent the relevant facts or true nature of a transaction.

## **Compliance**

- All guild and staff members must have access to this Code and it must be included in the orientation program for new members.
- Members and staff are required to complete a statement that acknowledges that they have read and will comply with the Brantford Potters' Guild Code of Conduct.
- Members and employees who are aware of conduct by others that violates or appears to violate the Code are expected to
  - First approach the individual and discuss the issue.
  - Next, if unresolved, to report it to the President. Efforts will be made to keep confidential the identity of the member or staff member who disclosed the information.

-In circumstances that require an immediate intervention such as workplace violence, theft and other security-related matters, the police may be notified.

## **When the Code does not have the answer**

There may be occasions when the Code does not have the answer to ethical questions or there may be a difficult judgment call to make with respect to the application of the Code. In these cases, consult with the President of the Board of Directors who will either provide guidance or refer to the relevant Brantford Potters' Guild policy or bring the issue to the Board of Directors for decisions.

## **Consequences for non-compliance**

- Those who do not comply with the Code of Conduct will be subject to disciplinary procedures outlined below, up to and including dismissal and/or legal action.
- First non-compliance issue: direct discussion and informing of offence
- Second occurrence: A letter informing of consequence of membership revocation if continued
- Third occurrence: Decision of the Board, including suspension or revocation of membership.

## **Accountabilities**

- The President is accountable, on behalf of the Board of Directors for ensuring that the policies of the Code of Conduct are implemented within the guild/studio and for reporting Code violations to the Board.
- Should an infringement of the code of conduct occur:
  - 1) Report it to the person responsible for that area (for example report studio problems to the studio manager, financial problems to the treasurer etc.).
  - 2) If unresolved that person responsible will bring the issue to the president and to the Board of Directors.