

Prince George Amateur Radio Club

Code of Conduct Policy

Acknowledgement

This document is based on the PGSAR code of conduct with their permission. When working on an EMBC task, we are also obligated to follow the EMBC Code of Conduct which may be found [here](#).

Purpose

The purpose of the Code of Conduct policy is to strengthen the ethical environment of Prince George Amateur Radio Club (PGARC) by providing guidance on the principles, standards and responsibilities of the conduct for all volunteer members in the performance of their duties.

The ethical behaviour of PGARC members is essential to maintain the public's confidence and trust. This code emphasizes that PGARC members are professionals who are resolved to uphold PGARC's legal obligations and ethical ideals.

Scope

This code of Conduct policy applies to all members of PGARC regardless of the role or status. It applies to all PGARC and SAR related activities in all locations, including but not limited to, work projects, searches, training, meetings and liaison with all associated government bodies, PSLV partners, agencies, professionals and the public at large.

This Code of Conduct represents guiding principles only and the exercise of good judgment is still expected from members at all times. If in doubt in regards to appropriate behaviour or course of action, PGARC strongly encourages members to seek out guidance from other members or from the executive.

Responsibility and Authority

All members of PGARC are responsible for implementing and enforcing the Code of Conduct.

If any member becomes aware of a serious breach of this Code of Conduct, that member has a responsibility to report the breach to the PGARC executive. Any member who reports a breach in good faith is protected from reprisal for doing so, even if the reported breach is not confirmed through investigation.

Any questions regarding the scope, interpretation, or application of the Code of Conduct should be referred to the PGARC executive.

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Conduct Policy

1) Work Ethic

- Members are placed in such a position of impact upon the activities of PGARC that the required level of trust can only be maintained by outstanding performance and moral conduct.
- A top notch work ethic is required to maintain high levels of quality in the duties performed.
- It is expected that members will follow through on any commitments made to the group or to other members and they will be accountable for their actions.

2) Professionalism and Respect

- PGARC values professionalism, courtesy, honesty, diversity, tolerance, equity and dignity.
- Actions that enhance the image of our organization are highly encouraged.
- Giving honour and credit for the contributions of others is also highly encouraged.
- All members must behave with courtesy, respect and professionalism in all interactions with all individuals encountered during club related activities.
- Authority will be exercised only to the degree that is necessary to perform a given role.
- Respect will be shown to those in authority, without usurping or circumventing that authority.
- Discriminatory, offensive, intimidating, humiliating and otherwise disrespectful behaviour will not be tolerated. This includes, but is not limited to, criticism, sarcasm, belittling, yelling, profanity, name calling, racial comments, exclusion, backstabbing, verbal or implied threats, ganging up and /or physical displays of aggression.
- The use of alcohol or non-prescription drugs during any EMBC task will not be tolerated. Any member suspected of substance use on the job, no matter how minimal, will be sent home immediately.

3) Communication

- All members are to keep other members informed about matters that may affect them.
- This information must be presented in a manner designed to ensure awareness and understanding.
- Members will listen to the views of other members without interruption or challenge.
- Members will be open to constructive feedback without shutting down or fostering feelings of resentment.
- If a new way of doing things is likely to be beneficial to the group, it is expected that members will be willing to try.
- Members will discuss and decide on issues openly, fairly and honestly.
- Regardless of personal agreement or disagreement, members will publicly support group decisions.
- Members will answer questions and give support in a timely and effective manner, while openly declaring any limitations of personal knowledge or conflicts of interest.
- Any issues or problems that arise should be addressed directly member to member. If such attempts are not successful the issue must be brought forth to the executive to be addressed in a manner consistent with this policy.

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4) Confidentiality and Privacy

- Every member has the duty to protect the confidentiality of all privileged information they come into contact with, with the exception of information that may lead to potential harm to assets, other SAR members or the PGARC group. In such cases, concerns will be brought forward to the PGARC executive immediately.

5) Health and Safety

- PGARC is committed to providing a safe and healthy environment for all members.
- Members must comply with all safety policies and directives and must take reasonable precautions to ensure not only their health and safety, but also that of others affected by their activities.
- Members are obligated to report any unsafe conditions to the Instructor, Team Leader, SAR Manager or other person in charge on site, or to the PGARC executive.

6) Protection of Assets

- Members are provided access to PGARC assets for the purpose of performing club activities.
- PGARC assets will not be used for anything other than legitimate PGARC business without prior approval of the executive.
- Members are expected to take good care of PGARC assets in their possession and will take reasonable actions to protect these assets from damage, loss, misuse or theft.

7) Conflict of Interest

- Any member who may have a potential conflict of interest must disclose it to the executive and offer to withdraw from any decision making on that subject.
- A conflict of interest exists if a member engages in activities, or has any personal interests, or financial interests which might conflict with, or have the appearance of conflicting with, the interests, obligations or duties of PGARC.
- A conflict of interest may also arise due to access to information, community involvement, dealings with suppliers, consultation and giving or receiving of gifts or hospitality.
- If a conflict of interest exists, or a member knows of a potential conflict of interest existing with another member, this information must be disclosed to the executive immediately.

8) Media Relations

- All inquiries from the media must be directed to the PGARC executive.
- Confidentiality, privacy and security policies and laws must be taken into consideration before any information is publicly disclosed.
- Any queries about SAR activity must be directed to the Search Manager or the SAR Public Relations Officer.

9) Social and Environmental Responsibility

- Members are required to maintain and expand their understanding of the legal and social issues that arise in relation to PGARC and SAR activities.
- Members must carry out their duties in an environmentally responsible manner.

10) Infringement and Enforcement

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- Any infringement or violation of this policy is to be reported to the executive in writing.
- All reports will be fully investigated by the executive and a plan of action developed.
- Any member who is found to have violated this policy may be subject to disciplinary action, up to and including suspension from PGARC.
- Generalized follow-up information regarding the plan of action and outcome will be given to the complainant, other involved individuals and/ or the group as a whole.