



Airdrie Black Community  
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Airdrie, AB T4B 4V8  
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[info@airdrieblackcommunity.ca](mailto:info@airdrieblackcommunity.ca)  
877-83BLACK (25225)

## AIRDRIE BLACK COMMUNITY MEMBER/VOLUNTEER CODE OF CONDUCT

***This Code of Conduct is designed to provide all Airdrie Black Community members with a set of principles and expectations for appropriate conduct and behaviour.***

All members shall abide by and conform to these professional standards:

- 1) Members shall act honestly, responsibly, ethically, and with integrity while in the performance of their volunteer duties.
- 2) Members shall treat all Airdrie Black Community board members, management, volunteers, and community members with fairness, equality, respect, honesty, courtesy, and dignity.
- 3) Members shall not discriminate and shall be respectful of ethnic, national, and cultural differences.
- 4) Members shall not harass, bully, or mistreat volunteers or other members.
- 5) Members shall obey all applicable local, state, and federal laws, while acting on behalf of the Society, including all laws and regulations that govern appropriate conduct in the workplace.
- 6) Members shall follow ABC's policies and procedures as well as any instructions or directions reasonably given to them and shall act in a way that is in line with the purpose and values of ABC and that enhances the work of ABC.
- 7) Members shall deter wrongdoing and ensure accountability for adherence to the Code of Conduct.
- 8) Members shall assist and cooperate with all Airdrie Black Community investigations.
- 9) Members shall report any health and safety concerns, violations or suspected violations of the Code of Conduct. Violations should be reported to the assigned staff partner, a member of management, or at: [info@airdrieblackcommunity.ca](mailto:info@airdrieblackcommunity.ca) or [airdrieblackcommunity@gmail.com](mailto:airdrieblackcommunity@gmail.com).
- 10) Members shall seek assistance if they have questions about any volunteer guidelines, including the Code of Conduct, and shall direct any questions regarding Airdrie Black Community's policies, procedures, support or supervision to a/any member of the ABC management.
- 11) Members shall perform their volunteer/membership role to the best of their ability in a safe, efficient and competent way, and shall observe safety procedures, including any obligations concerning the safety, health and welfare of other people in line with the ABC Code of Conduct.
- 12) Members shall meet time and task commitments and provide sufficient notice when they will not be available so that alternative arrangements can be made.
- 13) Members shall declare any interests that may conflict with their role or the work of ABC (e.g. business interests or employment). If any doubt arises as to what constitutes a conflict of interest, members may seek guidance from a/any member of the ABC management.

### BOARD

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BOLTON**  
President

**FAIDA  
MAGEZA**  
Vice President

**YEMISI  
AKAAHS**  
General Secretary

**TEMITOPE  
OLUKUNLE**  
Treasurer

**EJADAMEN  
OGIDAN**  
Public Relations Officer

14) Members shall keep confidential matters confidential, and shall exercise caution and care with any documents, material or devices, containing confidential information and at the end of their involvement with Airdrie Black Community returning any such documents, material in their possession.

15) Members shall seek authorisation before communicating externally on behalf of Airdrie Black Community.

16) Members shall maintain an appropriate standard of dress and personal hygiene.

17) Members shall disclose the fact that they have been charged with, or convicted of a criminal offence by prosecuting authorities (traffic convictions included) to a/any member of the ABC management.

## Members are expected NOT to:

1) Bring the ABC into disrepute (including through the use of email, social media and other internet sites, engaging with media etc.).

2) Seek or accept any gifts, rewards, benefits or hospitality in the course of their role.

3) Engage in any activity that may cause physical or mental harm or distress to another person (such as verbal abuse, physical abuse, assault, bullying, or discrimination or harassment on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the ABC).

4) Be affected by alcohol, drugs, or medication which will affect their abilities to carry out their duties and responsibilities while volunteering.

5) Provide a false or misleading statement, declaration, document, record or claim in respect of Airdrie Black Community, its members, employees or supporting partners.

6) Engage in any activity that may damage property.

7) Take unauthorised possession of property that does not belong to them.

8) Engage in illegal activity while carrying out their role.

9) Improperly disclose, during or after their involvement with Airdrie Black Community ends, confidential information gained in the course of their role with Airdrie Black Community.

Where a volunteer or member is found to be in breach of the standards outlined in this Code of Conduct or any of Airdrie Black Community's other policies and procedures this may result in the member/volunteer's membership/position being terminated. Notwithstanding the foregoing, members and volunteers should note that Airdrie Black Community may terminate a member/volunteer's membership/position without cause.

Members and volunteers acknowledge that no employment relationship is created in the context of their membership/role with Airdrie Black Community.

The ABC Board and Management will review the Code of Conduct for Members at 3-year intervals or as appropriate. The members of the Airdrie Black Community are responsible for ensuring that this policy is implemented effectively. All other volunteers and members, including Airdrie Black Community Board and Management, are expected to facilitate this process.

If a member or volunteer has any questions or concerns about the code of conduct or wishes to file a formal complaint, they may contact: [info@airdrieblackcommunity.ca](mailto:info@airdrieblackcommunity.ca)

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*Public Relations Officer*

[airdrieblackcommunity@gmail.com](mailto:airdrieblackcommunity@gmail.com), and/or any member of the board.

## Adherence to Policies

ABC develops policies, procedures, and guidelines with input from both volunteers and members and with consultation from legal, finance, and risk management experts; our policies, procedures, and guidelines are updated regularly as new situations emerge. Both members and volunteers are expected to comply with ABC policies including those described in this document.

Failure to comply may be grounds for disqualification and/or removal.

## Attendance and Punctuality

ABC requests members and volunteers be reliable and punctual in reporting for scheduled volunteer activities. While ABC will attempt to be flexible in all cases, members are expected to notify management if they will be absent or late, so arrangements can be made for handling their responsibilities.

## Bullying, Cyberstalking or online Bullying

Bullying may rise to the level of harassment and is therefore prohibited. Bullying is defined as unwelcome or unreasonable behaviour that demeans, intimidates, or humiliates people, either as individuals or as a group. Bullying behaviour is often persistent and part of a pattern, but it can also occur as a single incident. Some examples of bullying behaviour include but are not limited to: abusive and offensive language, insults, teasing, and spreading rumours. It can also include a manipulation of the work environment or psychological manipulation.

## Compliance

Members may be asked to complete paperwork, provide updated information (including proof of insurance), or complete a criminal background check for certain volunteer roles or as a requirement for participation in ABC programs.

Failure to complete these requirements may disqualify a member from participating or a volunteer from serving in a particular role. If appropriate based on the circumstances, members who are disqualified for a volunteer role may have the option to explore other volunteer opportunities.

## Drug, Alcohol and Tobacco use

1) Business-related activities by the ABC must be conducted free from the influence of alcohol and illegal drugs. In addition, these substances may not be possessed or distributed on ABC premises or at venue(s) allocated for ABC programs. During ABC business or social functions where alcohol is served, members and employees are expected to conduct themselves in a professional manner.

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- 2) Use of tobacco or e-cigarettes in ABC offices, on ABC premises, in vehicles, at ABC events and functions, and while representing ABC at any time or function is prohibited.
- 3) While medical and recreational marijuana use is legal in certain areas of the Canada, federal and provincial laws indicate that ABC has no obligation to accommodate cannabis use in our offices, program venue(s), or at our events.
- 4) An employee/volunteer or member cannot report to the workplace, program venue or event impaired, nor should an employee/volunteer or member smell of marijuana per the expectation for scents and hygiene in the workplace.
- 5) The workplace consists of all property and facilities owned, leased, or rented by ABC, including grounds, buildings, vehicles, and any other equipment, and any site where an employee/volunteer/member performs work.

## Good Stewardship

Serving in a volunteer position requires good judgment and management of reasonable risks. All members will be given a general company orientation and a specific training to understand and manage the risks in carrying out their specific jobs.

Members will be required to comply with company policy and to conduct ABC business at the direction of ABC and within the scope of their duties as a volunteer. This will help minimize the risk of liability to ABC and reduce the risk of injury (physical or economic) to the volunteer and the people the volunteer associates with or tries to help.

ABC activities with inherent risks would include interacting with youth, organizing business and networking events (professional or social), assisting management in carrying out office duties, or serving in a governance role, on a committee or in a leadership role. There are specific ABC procedures and manuals that guide the volunteer in conducting these activities in a safe manner.

## Term of disqualification and/or removal

ABC is committed to providing a safe and healthy environment for both staff and members.

Members who do not comply with the Mutual Code of Conduct may be subject to disciplinary action, including and up to disqualification from programs and/or removal as a member of ABC.

Last Reviewed:

September 10, 2025 – Kirk Bolton, President,



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