

## OMDTZ Code of Conduct

A Code of Conduct is a set of rules outlining the norms, rules, and responsibilities or proper practices of an individual party or an organization. This code of conduct outlines proper practices that are expected from OMDTZ staff, volunteers, and other parties that are directly engaging with OMDTZ. The activities outlined below are some examples of practices that are strictly prohibited. Any participant, staff member, or volunteer who violates this Code of Conduct is subject to discipline, up to and including removal from the program/project. The Code of Conduct is to be respected by everyone affiliated with OMDTZ as it is set to protect all participants. The following are examples of practices that are not allowed within OMDTZ:

- Abusive language towards a staff member, volunteer, or another participant i.e. using language that is intimidating, threatening, or humiliating to another participant is not allowed on work premises.
- Possession or use of alcoholic beverages, illegal drugs, reporting to the office while under the influence of drugs, alcohol on OMDTZ's property or to another participant's office is not allowed.
- Bringing dangerous or unauthorized materials such as explosives, firearms, weapons, or other similar items is not allowed on work premises.
- Discourtesy or rudeness to a fellow participant, staff member, or volunteer i.e. disrespecting others, cutting others while they speak, overreacting to fellow participants in public, even if they made mistakes, is not allowed.
- Verbal, physical, or visual harassment of another participant, staff member, or volunteer: Harassment is any behavior that makes someone uncomfortable. Harassment behaviors can be uninvited or unwanted sexual advances, sexually suggestive comments, offensive or sexually suggestive images or graphic requests for sexual favors, possession or use of sexually suggestive objects, and any other related behaviors.
- Actual or threatened violence toward any individual or group; threatening behavior i.e. destroying property or throwing objects. Verbal or written threats, verbal abuse i.e. swearing, insults and physical attacks such as hitting, pushing, or kicking.
- Endangering the life, safety, health, or well-being of others, for example, when the participant knows that they are suffering from a contagious illness or disease that will

put other parties at risk of contracting the disease and still goes to the work premises anyway.

- Failure to follow any agency policy or procedure i.e. all participants must follow the policies established by OMDTZ.
- Bullying or taking unfair advantage of any participant, staff, or volunteer i.e. unfair and excessive criticism, publicly insulting victims, constantly changing or setting unrealistic work targets, undervaluing employees' efforts at work, exclusion, or ignoring.
- Failing to cooperate with supervisor/leader/mentor and other participants.

I have read and I understand the OMDTZ's Code of Conduct. I agree to abide by the rules described above and understand that I may be removed as a participant/staff/volunteer if I violate any of these rules.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Witness \_\_\_\_\_

Date \_\_\_\_\_