

Participant's Code of Conduct

1. Although a member may be drawn from a specific organization or interest group, All PHAT-CO* members must represent the best interests of the entire community.
2. PHAT-CO members shall maintain the confidentiality of the details and dynamics of Committee discussions and all items which are considered as confidential. Executive meetings are to be considered as confidential as well.
3. Regardless of their personal viewpoints, members shall not speak against, or in any way undermine Committee solidarity once a Committee decision has been made.
4. All Full PHAT-CO members are expected to attend all Committee meetings. Members shall be prepared to commit sufficient time and energy to attend to the business at hand and are responsible for briefing their alternates and keeping them apprised of Committee business. Members are also to encourage their alternate to attend meetings when the regular member is unable to attend.
5. All PHAT-CO members' shall avoid, in fact and in perception, conflicts of interest and disclose to the Chair, in a timely manner, any possible conflicts.
6. All PHAT-CO members' contributions to discussions and decision-making shall be positive and constructive.
7. All PHAT-CO members' interactions in meetings shall be courteous, respectful and free of animosity.
8. All PHAT-CO members shall adhere to the Committees policies and practices.
9. All PHAT-CO members shall be prepared for meetings, having read pre-circulated material in advance of the meeting.
10. All PHAT-CO members shall participate in, and support, the committee in ways other than attending Committee meetings.
11. All PHAT-CO members' shall not attempt to exercise individual authority or undue influence over the Committee.
12. In the event of conflict between members, or concern regarding the behaviour of another Committee member or its organization, the following three step process shall be used to resolve the conflict, namely:

Step 1: Individuals with conflict/concern regarding the behaviour of another member or their organization will speak to the member and try to resolve the issue between themselves.

Step 2: If resolution is not achieved in step 1, the parties shall utilize the PHAT-CO Chair as a neutral third party mediator. If the Chair is one of the parties involved in the dispute, then the parties shall seek an independent third party mediator from within PHAT-CO.

Step 3: If steps 1 and 2 do not result in a resolution of the issue, the issue shall be brought by the parties to PHAT-CO for resolution by the Committee as a whole.

I hereby acknowledge by my signature that I agree on my own behalf and on behalf of any designated alternate from my organization to the PHAT-CO to abide by this Code of Conduct.

* PHAT-CO refers to the following: Executive Committee members, Steering Committee members and Community Advisory Group members or designated alternates. PHAT-CO also refers to internal Committees appointed from time to time by PHAT-CO

Name (print)

Signature

Date

Organization