



# CONTRACTOR CODE OF CONDUCT AND POLICIES

## PURPOSE

The Federation is committed to providing a respectful, inclusive and collegial work environment that supports the values of the Federation and is guided by applicable legislative and regulatory requirements. Further, the federation is committed to providing an atmosphere through all of its activities which encourages free expression and the exchange of ideas – in a respectful manner – as well as open, critically engaged and sometimes challenging discourse.

## SCOPE

The Code of Conduct and Policies outlined herein are applicable to all members, affiliate members, employees, contractors, and term and temporary employees of the Federation, regardless of location, that can reasonably be associated with the workplace (including social gatherings).

Compliance with the Code of Conduct and Policies supports the Federations commitment to a work environment that is free from discrimination, harassment, exploitation and violence.

---

## HARASSMENT PREVENTION POLICY

The Federation strives to ensure that all participants in the Federation activities enjoy an environment free from all forms of discrimination, harassment and bullying.

### POLICY and PROCEDURES

#### 1) Responsibilities

Maintaining a harassment-free environment requires effort on the part of every Federation contractor.

This means, all contractors should:

- Maintain a high standard of behaviour and set a personal example;
- Come forward to deal with situations which might be taken as harassment;
- Provide support to anyone who sincerely feel they may have been harassed; and
- Demonstrate sensitivity in dealing with the confidentiality and circumstances of a complaint.

The Federation will ensure the following obligations are in place for all contractors:

- Assess the risk of harassment;
- adhere to policies for harassment prevention;
- Follow the process to responding to complaints and threat as identified



## **2) Application**

To fulfill this commitment, the Federation expressly prohibits and will not tolerate any form of discrimination, harassment, exploitation or violence, be it physical, sexual or psychological, based upon race, colour, religion, national origin, sex, age, sexual orientation, marital status, disability, or social status.

Further, the Federation ensures that there will be no retaliation or reprisals against any person that brings forth, in good faith, a complaint or concern.

### **What to Do If You Feel You Have Been Harassed?**

If you feel you have been harassed:

1. First speak to your direct Supervisor, or other member of the Senior Management team (Contractor Coordinator) that you feel comfortable doing so with;
2. If you prefer and feel comfortable doing so, tell the person involved as soon as possible how you feel and ask that she/he stop the conduct you find offensive;
3. If you feel uncomfortable approaching the person, or if the harassment continues, bring the issue immediately to the attention of Senior Management or the Contractor Coordinator.
4. Follow the instructions on the [Complaints Investigation Procedure](#)

---

## **COMMUNICATION TOOLS AND SOCIAL MEDIA POLICY**

### **PURPOSE**

With the rise of new media and next generation communications tools, the ways in which contractors can communicate internally and externally continues to evolve. While common sense and good judgement are the best guides on how to appropriately use these technologies in the workplace, this policy sets out for contractors of the Federation specific parameters and guiding principles to be applied when using technology tools, accessing and downloading from the internet, and utilizing social media. Fundamentally, all software and systems are the exclusive property of the Federation and are supplied to contractors for conducting the business of the Federation. Contractors may not use these tools for personal reasons under any conditions

Contractors should be aware that any violations of this policy might lead to appropriate discipline up to and including termination of employment.

### **SCOPE**

These policies apply to all contractors of the Federation.



## **POLICIES and PROCEDURES**

### **Software Access**

Contractors will be provided with access to various online software tools required for the Congress event. Contractors will be required to accept the use of Google Drive, chat software (Slack), scheduling software (When I work) and online event management software (Swoogo) on the contractor's personal computer, for the duration of the contract.

### **Assigned Federation Gmail account**

Federation Gmail accounts will be assigned to each contractor for the duration of the Congress event. This email is to be used for Federation business and communications only. All messages sent and received using Federation email is the property of the Federation and may be accessed, viewed or monitored at any time by Federation Management or any other individual authorized by the Federation.

All Federation emails reflect the voice of the organization and as such contractors are expected to use care and professional judgment in the creation and dissemination of messages, information and materials. In addition, Federation confidential information must not be shared at any time outside of the Federation without prior authorization.

Contractors are expected to use caution in opening e-mails from unknown or unexpected sources. At no time should contractors provide login or other access information to anyone outside of the Federation.

Viewing pornography, or sending pornographic jokes or stories via email, is considered sexual harassment and will be addressed according to the Federation's Code of Conduct.

Any emails that discriminate against or threaten violence against contractors as outlined in the Federation Code of Conduct will be dealt with in accordance to the terms set out in those policies.

Sending or forwarding prohibited emails as defined in this policy will result in a termination of contract.

### **Appropriate Use of Social Media**

The Federation fully embraces the use of social media tools to carry out the mission and goals of the organization. The opportunity to connect broadly to the communities and stakeholders that the Federation serves is unprecedented. At the same time the boundaries between personal, professional and business activities are blurry and as such every message sent can be viewed as the voice of the individual or of the Federation depending only on the perception of the receiver. For these reasons, any message, profile, broadcast or other form of communication by a contractor from their own social media account(s), that could possibly be misconstrued as being from the Federation, must include a disclaimer that the views expressed are personal opinions and observations and do not reflect the opinion and views of the Federation.



Even with the required disclaimer, contractors must remain mindful that a portion of their personal and professional reputation is linked with the organization and as such contractors should not embarrass the Federation or act in a way that puts the organization in disrepute.

Contractors are expected to use common sense and professional judgment in deciding to what and when to post information relating to the Federation. Contractors who are unsure about any particular posting should contact their supervisor for guidance.

Contractors' social media postings should not include Federation logos or trademarks, and should respect copyright, privacy, fair use, financial disclosure, and other applicable laws.

Social Media postings should not violate any other applicable policy of the Federation. Any violations of Federation policies in the use of social media tools may result in appropriate disciplinary action up to and including termination of employment or contract.

#### **Enforcement**

Anyone found or perceived to have violated this policy may be subject termination of contract.

---

## **PERSONAL INFORMATION AND PRIVACY POLICY**

### **PURPOSE**

The 2021 privacy policy has been developed to comply with Canada's Personal Information Protection and Electronic Documents Act ("PIPEDA"). PIPEDA sets out rules for the collection, use and disclosure of personal information in the course of commercial activity as defined in the Act. For further details as it relates to Federation events and the role of an attendee or contractor, please refer to the [Virtual Events Terms and Conditions of use for Attendance and Participation](#) .

### **Retention of Personal Information**

Personal information will be retained in client files as long as the file is active and for such periods of time as may be prescribed by applicable laws and regulations.

### **Accuracy**

The Federation endeavours to ensure that any personal information provided by the individual in his or her active personnel file is accurate, current and complete as is necessary to fulfill the purposes for which the information has been collected, used, retained and disclosed. Individuals are requested to notify the Federation of any change in personal or business information.



### **Safeguards**

The Federation makes every reasonable effort to protect contractor personal information by implementing security safeguards such as locked filing cabinets, password protected files, etc., to ensure against loss or theft, unauthorized access, disclosure, copying, use or modification. The Federation uses physical, organizational and technological measures as methods of protection.

Employees, contractors, and members of the Federation committee(s) and/or Board of Directors are required to sign a confidentiality agreement binding them to maintaining the confidentiality of all personal information to which they have access.

**Physical Safeguards:** Active files are stored in locked filing cabinets when not in use. Access to work areas where active files may be in use is restricted to Federation employees only and authorized third parties.

All inactive files or personal information no longer required are shredded prior to disposal to prevent inadvertent disclosure to unauthorized persons.

**Technological Safeguards:** Personal information contained in Federation computers and electronic databases are password protected in accordance with Federation policy.

Access to any of the Federation computers also is password protected. The Federation's Internet router or server has firewall protection sufficient to protect personal and confidential business information against virus attacks and "sniffer" software arising from Internet activity. Personal information is not transferred to volunteer committee members, the Board of Directors, or third parties by email or other electronic form.

### **Openness**

The Federation will endeavour to make its privacy policies and procedures known to the individual via this Privacy Policy as well as the Federation Privacy Code. This document will also be available on the Federation's website: [www.ideas-idees.ca](http://www.ideas-idees.ca)

### **Individual Access**

An Individual who wishes to review or verify what personal information is held by the Federation, or to whom the information has been disclosed (as permitted by the Act), may make the request for access, in writing, to the Federation's Privacy Officer. Upon verification of the individual's identity, the Privacy Officer will respond within 60 days.

If the individual finds that the information held by the Federation is inaccurate or incomplete, upon the individual providing documentary evidence to verify the correct information, the Federation will make the required changes to the individual's active file(s) promptly.



### **Complaints/Recourse**

If an individual has a concern about the Federation's personal information handling practices, a complaint, in writing, may be directed to the Federation's Privacy Officer.

Upon verification of the individual's identity, the Federation's Privacy Officer will act promptly to investigate the complaint and provide a written report of the investigation's findings to the individual.

Where the Federation's Privacy Officer makes a determination that the individual's complaint is well founded, the Privacy Officer will take the necessary steps to correct the offending information handling practice and/or revise the Federation's privacy policies and procedures.

Where the Federation's Privacy Officer determines that the individual's complaint is not well founded, the individual will be notified in writing.

If the individual is dissatisfied with the finding and corresponding action taken by the Federation's Privacy Officer, the individual may bring a complaint to the Federal Privacy Commissioner at the address below:

The Privacy Commissioner of Canada  
Office of the Privacy Commissioner of Canada  
30, Victoria Street Gatineau, Quebec K1A 1H3  
Phone: (819) 994-5444  
Toll-free: 1-800-282-1376 TTY: (819) 994-6591  
Website: [https://www.priv.gc.ca/en/ Questions/Access Request/Complaint](https://www.priv.gc.ca/en/Questions/Access_Request/Complaint)

Any questions regarding this or any other privacy policy of the Federation may be directed to the Privacy Officer. Requests for access to information, or to make a complaint, are to be made in writing and sent to the Privacy Officer at the address below:

Hélène Paquet-Young  
Privacy Officer  
Federation for the Humanities and Social Sciences  
200 – 141 Laurier Avenue West, Ottawa, Ontario, K1P 5J3  
Email: [privacy@ideas-idees.ca](mailto:privacy@ideas-idees.ca)

### **Amendment to the Federation's Privacy Policies**

This policy is subject to amendment in response to developments in the privacy legislation. The Privacy Officer will review and revise the Privacy Policy from time to time as required by changes in privacy law. Notification of any changes in the Privacy Policy will be posted on the Federation's website, as well as in the Federation Privacy Code. Any changes in the Privacy Policy will apply to Personal information collected from the date of the posting of the revised Privacy Policy on Federation website: [www.ideas-idees.ca](http://www.ideas-idees.ca).



---

## **ACCESSIBILITY POLICY**

The Federation is committed to providing a workplace based on diversity, inclusion and accessibility for all persons with disabilities. The Federation strives to create a work environment in which all people are treated in a fair and respectful manner allowing them to maintain the highest levels of dignity and independence.

The contractors are required to reach out to the Federation to identify any specific needs to fulfill the scope of work under their current contract.

Federation's commitment to this policy is fully compliant with the standards and requirements as stipulated under the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act 2005 (AODA), and Integrated Accessibility Standards Regulation (IASR).

### **SCOPE**

This policy will apply to all Federation employees, independent contractors, subcontractors, volunteers and to any third-party individual or organization that provides goods or services on behalf of the Federation.

### **REFERENCES**

- Accessibility for Ontarians with Disabilities Act, 2005
- Integrated Standards for Customer Service
- Integrated Accessibility Standards Regulation (IASR)
- Human Rights Code