

Super Women Engineers University of Toronto (GradSWE)

Policy Document: Code of Conduct and Complaint Redressal Process

1. Code of conduct for the GradSWE Community

GradSWE is committed to maintaining a safe, welcoming and inclusive environment for all its community, on all its platforms, including in-person and virtual. We define the GradSWE community as anyone physically or virtually present in a GradSWE organized setting. The Code of Conduct applies to all members of GradSWE, defined as members of our Microsoft Teams or mailing list, and is also posted on GradSWE's website. The application of this Code is not limited to members' behaviour within the scope of group discussions or events, both online or in-person, but also behaviour outside the group. GradSWE will investigate complaints from up to one year before membership began.

It is the responsibility of all members of the group to act at all times in a way that respects the privacy, living conditions, sense of safety and security of all other members. No member will engage in any activity that might be vexatious, harassing or bullying and will at all times act with courtesy and respect for fellow members and guests/participants in GradSWE events regardless of the race, ancestry, place of origin, skin colour, ethnic origin, citizenship, sex, sexual orientation, gender identity or gender presentation, creed, age, marital status, family status, disability, receipt of public assistance or record of offences of that individual or those individuals.

Behaviour that is not tolerated in the GradSWE community includes but is not limited to:

- **Bullying**
- **Sexual harassment/assault**
- **Racism, racial harassment and microaggression**
- **Homophobia and transphobia**
- **Any other forms of discriminatory practice**
- **Abusive behaviour or assault**
- **Violent, indecent, disorderly, threatening or offensive behaviour or language**
- **Theft or damage of any GradSWE or University of Toronto property or the property of any GradSWE member**
- **The use, offering or sale of illegal drugs to any person**
- **The coercion of any person to consume alcohol or any other substance against their will**
- **Smoking or holding lighted tobacco or cannabis, and use of an electronic cigarette or other vaping device, in alignment with UofT's Smoke-Free Policy:**

<https://governingcouncil.utoronto.ca/secretariat/policies/smoke-free-policy-effective-january-1-2019>

GradSWE reserves the right to remove someone from an event if they violate our policies based on a consensus of executive members present at said event

2. GradSWE member complaint and redressal process

If any member of the GradSWE community, including the President and executives, are found violating the codes of conduct as outline in section 1 or display any other form of behaviour or take actions that are commensurate with such violations, an official complaint can be made against them by any member of the University of Toronto, irrespective of if they are associated with GradSWE or not. The following describe the complaint and redressal process:

2.1 For any non-executive/general GradSWE member

The complaint should be submitted in a written form (or oral which will need to be transcribed by an executive committee member) to an executive member. The person submitting the complaint can also choose to remain anonymous. The recipient of the complaint will notify the rest of the executive team and call for a meeting to **review the complaint within 24 hours of receiving it**. In the meeting, the executive team will review the complaint, decide validity against the code of conduct, and decide how the team plans to move forward. It is up to the discretion of the current executive committee to decide how to proceed/what action to take.

- If the complaint meets the criteria for having violated the code of conduct, the executive team will notify the member against whom the complaint was made and give them **72 hours to petition against it**. At the petition meeting, at least 50% executives shall be present, including the executive who received the complaint. This meeting should also be open to the person who filed the complaint, should they wish to attend and if they submitted non-anonymously.
 - If the petition is successful, the executive committee will revert to the person who made the complaint, detailing the decision should they wish to challenge the decision. They will be given 48 hours to respond, and the challenge to the petition should be submitted clearly in a written format, disputing specific parts in the decision. Ambiguous requests will not be accepted. If the petition against the decision is successful, then this process will be repeated until the complaint is resolved.
 - If the petition is unsuccessful, whatever action the executive committee had originally decided on will continue. If the executive committee voted to remove the member from the executive team, the member will no longer be a part of GradSWE for the remainder of the academic year. Any future requests for membership will be reviewed by the executive body before approval.
 - The maximum number of times a member is allowed to rejoin the group after being complained against is two. After that they will not be allowed membership against any circumstances.
 - Depending on the severity of the complaint, this can be reduced to 1.

The history for member complaints will be maintained by the President, including any complaints against the President. All executive members will review this history annually and pass on to the new executive team before end of office term.

2.2 For any executive member

The same process as outlined in section 2.1 applies, with the modification that the executive member will be excluded from the review meeting and asked to petition against the complaint **within 48 hours**.

2.3 For the President

The same process as outlined in section 2.1 applies, with the modification that the President will be excluded from the review meeting and asked to petition against the complaint **within 24 hours**.

In instances where the process has been completed and the complainant is not satisfied with the outcome, we will provide direction to allow them to contact the appropriate body at the University of Toronto to further investigate the complaint. Further, cases that exceed the conditions outlined in this process (such as non-members) will be directed to the appropriate bodies at the University of Toronto.