

North Star Guardians Membership Code of Conduct

1. Members must, at all times, comply with all applicable laws and regulations. The Group will not condone the activities of Class A members who achieve results through violation of the law or unethical dealings. This includes any payments for illegal acts, indirect contributions, rebates, and bribery. The Group does not permit any activity that fails to stand the closest possible public scrutiny.
2. All authorized business conduct should be well above the minimum standards required by law. Accordingly, members must ensure that their actions cannot be interpreted as being, in any way, in contravention of the laws and regulations governing the Group's operations.
3. The Group expects its members to conduct themselves in a businesslike manner. Fighting, swearing, criminal activities and explicit gestures or posting of inappropriate materials to the Group social media pages and similar unprofessional activities are strictly prohibited while representing the Group with the public.
4. Members must not engage in sexual harassment, or conduct themselves in a way that could be construed as such, for example, by using inappropriate language, keeping or posting inappropriate materials on social media or otherwise available to the general public and membership, or accessing inappropriate materials on their computer.
5. Members will perform their duties conscientiously, honestly, and in accordance with the best interests of the Group. Members must not use their positions or the knowledge gained as a result of their positions for private or personal advantage. Regardless of the circumstances, if a member senses that a course of action they have pursued, or are presently pursuing, or are contemplating pursuing may involve them in a conflict of interest with their Group, they should immediately communicate all the facts to the Board of Directors in writing for determination of the issue.
6. Members must take care to separate their personal roles from their Group positions when communicating on matters not involving Group business. Members must not use Group identification, stationery, supplies, and equipment for personal or political matters.
7. Only designated spokespersons may communicate publicly on matters that involve Group business. Members must not presume to speak for the Group on any topic, unless they are certain that they have been authorized by the Board of Directors to do so.
8. When dealing with anyone outside the Group, including public officials, members must take care not to compromise the integrity or damage the reputation of either the Group, or any outside individual, business, or government body.

9. All members authorized to deal with the clients or associates of the Group must maintain and adhere to the requirements of all applicable confidentiality and protection of privacy laws.
10. Any conduct unbecoming of a Group member shall be subject to discipline at the discretion of the Board of Directors.
11. Association with indefinitely suspended members will be monitored closely by the Board of Directors and will be subject to indefinite suspension if the Board of Directors determines that association is detrimental to the best interests of the Group as a whole, the association violates the Group's mission or purpose or the association harms the Group's public image in any way. The Board of Directors shall have the sole discretion to determine this issue.
12. When handling financial and personal information about Group members, clients or others with whom the Group has dealings, observe the following principles:
 - Collect, use, and retain only the personal information necessary for the Group's business.
 - Whenever possible, obtain any relevant information directly from the person concerned. Use only reputable and reliable sources to supplement this information.
 - Retain information only for as long as necessary or as required by law. Protect the physical security of this information.
 - Limit internal access to personal information to those with a legitimate business reason for seeking that information.
 - Use only personal information for the purposes for which it was originally obtained.
 - Obtain the consent of the person concerned before externally disclosing any personal information, unless legal process or contractual obligation provides otherwise.
13. Appropriate boundaries with Clients

Member misconduct will not be tolerated. Misconduct refers to inappropriate behaviour and includes but is not limited to the following:

- Communication that goes beyond Group responsibilities with the client or does not occur within the context of their duties and responsibilities
- Writing personal letters or text messages or making personal phone calls unrelated to authorized Group activities
- Having personal exchanges with a youth (email, instant messaging, chatting, social networking)
- Sending gifts not originating from the Group as a whole or offering unauthorized rides or attending alone with the client
- Spending time with a client outside of designated times and activities as agreed to by the Group or Chapter
- Favouring or taking personal pictures of a client
- Telling sexual jokes or showing sexually explicit or sexist material, signs, cartoons, calendars, literature, photographs, or displaying such material in plain view
- Any contact or conduct not authorized or approved by the legal guardian or parent of the client

Members must:

- Always treat clients with respect and dignity
- Treat all allegations or suspicions of sexual misconduct seriously and immediately report such allegations or suspicions to the Child Liaison and President to be dealt with accordingly
- Never engage in any activity that endangers a client or makes them feel uncomfortable or that goes against the Group's mission, purpose, Constitution, policies, procedures or applicable laws
- Never make any sort of remark, comment, or joke regarding a client that is in any way suggestive, explicit, or sexual