

PAFN Member Code of Conduct

Introduction

Peterborough Area Fundraisers Network (PAFN) is committed to fostering a professional, respectful, and inclusive environment where members can connect, learn, and collaborate. As a network of fundraising professionals, all members are expected to engage with integrity, uphold ethical fundraising practices, and contribute to a positive and supportive community. This Code of Conduct outlines PAFN's expectations for member behaviour and identifies prohibited conduct at all PAFN events, meetings, and interactions, whether in person or virtual. It also reinforces PAFN's bylaws and the AFP Code of Ethical Standards.

Members are defined as individuals or organizations with a current PAFN membership. Member Expectations

PAFN members are expected to:

- Act with honesty, integrity, and professionalism in all interactions.
- Foster an inclusive environment that respects diverse perspectives, backgrounds, and experiences.
- Engage in constructive dialogue and collaboration while maintaining civility and mutual respect.
- Uphold ethical fundraising practices in accordance with industry standards and best practices.
- Avoid conflicts of interest and disclose any potential ethical concerns.

Prohibited Conduct

The following behaviours are not tolerated at PAFN events or in connection with PAFN activities:

- Discriminatory, derogatory, or demeaning speech or actions based on gender, race, religion, disability, sexual orientation, or other personal characteristics.
- Harassment including offensive verbal comments, intimidation, inappropriate physical contact, or unwelcome sexual attention.
- Disruptive behaviour that hinders the experience of other participants.
- Bullying, threats, or retaliation against individuals who raise concerns about conduct.

Reporting Concerns

Members who are subjected to or have observed/witnessed violations of this policy at any PAFN event should promptly report the matter. Concerns can be directed to the PAFN Executive via our [online complaints form](#).

Complainants must include contact information, identification of the offending individual; a description of the incident, including the date and circumstances of the alleged violation, and a statement explaining any relevant prior interactions or professional or personal relationship that the person filing has with the offender(s) named in the complaint. It is advisable for anyone submitting a complaint or allegation to keep notes on the names of potential witnesses.

Investigation of a Complaint

The PAFN Executive will review the allegations in the formal written complaint and determine whether the complaint, on its face, alleges a violation of PAFN's Member Code of Conduct. In the event that a PAFN Executive member has violated the code, an independent review body will be created.

The PAFN Executive has the sole discretion to determine which complaints should be pursued, how they should be pursued, and what action, if any, should be taken. If the alleged violations relate to conduct that occurred outside of PAFN events, PAFN may, in its sole discretion, defer review of or action on the complaint unless and until the allegations have been investigated by a third-party entity with jurisdiction over the actions and greater investigative authority than PAFN, such as the member's employer or a court.

If the determination is that the allegations described in the complaint do not constitute a violation of the PAFN Code of Conduct, no further action will be taken, and the complainant will be informed of this determination.

If the determination is that the formal written complaint alleges conduct in violation of this Code, the PAFN Executive will also forward the complaint to the accused at the address(es) PAFN has on file for the accused unless the Executive determines that consideration of the complaint should be deferred.

The accused may submit a written response to the complaint within 30 days after the date of the notification. If necessary, follow-up meetings may be conducted with recordings and witnesses present.

In all investigations, PAFN will maintain confidentiality consistent with a fair and just investigation and resolution in enforcing this Code.

During the pendency of a complaint investigation, a complainant may request that PAFN provide protection from harassment, discrimination, or bullying at PAFN activities. Such actions may include, but are not limited to, barring the accused from a PAFN activity at which the complainant is present or providing the complainant with an escort during PAFN events.

If the Executive determines the accused has violated this Code, PAFN may issue sanctions up to and including reprimand, censure, suspension, or revocation of PAFN membership. Other disciplinary actions may follow as deemed appropriate.

By participating in PAFN, members agree to abide by this Code of Conduct and contribute to a professional and inclusive fundraising network.

Acknowledgment

I, _____, acknowledge that I have read and agree to abide by the PAFN Member Code of Conduct.

Signature: _____

Date: _____