



4-H PEI Code of Conduct Adherence Policy

Effective: September 2025

Purpose

The purpose of this policy is to ensure a safe, inclusive, and respectful environment within 4-H PEI. This policy supports the values of responsibility and accountability by clearly outlining consequences for failing to uphold the 4-H Canada Code of Conduct.

Scope

This policy applies to all 4-H PEI members, volunteers, staff, and participants during any 4-H activity, event, or while representing the organization.

Reference

The full 4-H Canada Code of Conduct is included as Appendix A and forms the basis of the expectations outlined in this policy. This policy operates under the framework of the 4-H Canada Code of Conduct Policy and Misconduct Reporting Policy.

Policy

All members, volunteers, staff and participants are expected to uphold the 4-H Canada Code of Conduct at all times. Breaches of the Code are taken seriously and will be addressed in a fair and constructive manner, with a focus on learning and personal growth. There is no tolerance for conduct that conflicts with the 4-H Canada Code of Conduct.

The following actions are considered breaches of the 4-H Canada Code of Conduct and will lead to review and appropriate consequences. This includes, but is not limited to:

- Disrespectful behaviour toward peers, leaders, volunteers, guests, or staff
- Use or possession of alcohol, cannabis, or any illegal substances at any 4-H youth event
- Bullying, intimidation, or exclusion of others
- Harassment (verbal, physical, or online)
- Any actions that compromise the safety or well-being of self or others
- Theft, vandalism, or property damage
- Failure to follow event rules, directions from leaders, or 4-H guidelines
- A violation of someone's privacy or personal boundaries
- Unauthorized contact with a child
- Disrespectful or discriminatory remarks with the intent to offend in person, by phone, by electronic means, or through social media
- Sexual behaviour with anyone regardless of gender, age, or consent at a 4-H event
- Theft of funds
- Any other behaviours in conflict with the 4-H in Canada Code of Conduct

Reporting Misconduct:

1. Responsibility

It is the responsibility of staff and trained leaders to:

- Document any concern about the emotional or physical safety of a youth, and incident that puts a participant at risk, or violation of 4-H in Canada Code of Conduct
- Send a confidential incident report to 4-H PEI

It is the responsibility of 4-H PEI to:

- Communicate with involved parties and notify 4-H Canada for serious incidents;
- Conduct investigations;
- Make determinations on suspension, consequences, and terminations; and
- Manage appeals.

2. Reporting

4-H PEI has an open-door policy for reporting concerns of misconduct, harassment, or abuse and takes any claims very seriously. Misconducts or behaviours and actions that breach the 4-H Code of Conduct may be reported in two ways:

- In writing to the Administrative Director of 4-H PEI
 - If there is a conflict with the Administrative Director, reports should be submitted to the President of 4-H PEI
- A confidential report may be made by a youth member, leader, staff, parent, participant, or member of the public using the online incident reporting system at <https://4-h-canada.ca/resources-education/youth-safety/>. Reports will be delivered directly to 4-H PEI.

4-H PEI will act promptly and will ensure the process of responding to allegations against any staff, leader, volunteer, or youth is fair to all parties concerned.

3. Review and Oversight

All breaches of the Code of Conduct will be reviewed by the 4-H PEI Administrative Director, in consultation with applicable staff members and/or members of the 4-H PEI Board of Directors.

Consequences for Breach of Conduct

1. Disrespecting the Code of Conduct

For minor incidents:

- Reflective discussion with a leader or staff member
- Verbal or written apology to those affected

2. Breaching the Code of Conduct

Moderate or repeated incidents:

- Loss of “Member in Good Standing” status
 - Ineligibility for travel, awards, and scholarships
- Written apology and further accountability measures

3. Major Breaches of Conduct

For serious violations:

- Suspension or removal from 4-H PEI events or programs
- Community service hours as a restorative action
- Additional disciplinary action as determined by the 4-H PEI Board of Directors

Privacy and Confidentiality

4-H PEI abides by the 4-H Canada Privacy Policy. All matters related to Code of Conduct breaches will be treated with discretion and respect. Staff and board members involved in reviews are expected to handle information responsibly. Member names and identifying details will remain anonymous where possible and appropriate.

Appeals Process

Members or their guardians may submit a written request for review or appeal to the 4-H PEI Office or the 4-H PEI Board of Directors within 14 days of receiving notice of disciplinary action.

Questions and Support

If members, leaders, or guardians have any questions about the 4-H PEI Code of Conduct Adherence Policy or need help understanding how it applies in specific situations, they are encouraged to contact the 4-H PEI Office for clarification and support.

Authorized By: 4-H PEI Board of Directors – September 15th, 2025