

Code of Conduct for the Chinese Senior Activity Center at CAPA-BC

(First Draft, August 2024)

Purpose: The Activity Center is committed to creating a warm, inclusive, and respectful environment for all participants. This Code of Conduct outlines the expected behaviors to ensure everyone can enjoy and benefit from the activities and resources offered.

Basic Principles:

1. Safety and Well-being:

- All families participating in CAPA-BC organized activities must sign the association's "Waiver" (Waiver under "Membership Agreement", capabc.org/join-us, general membership or paid membership). For families who have not signed the waiver, the association is not responsible for any accidents that occur during activities organized by the association.
- Prioritize your own and others' safety and well-being.
- In case of unsafe situations, emergencies, or improper behavior, immediately report to staff.

2. Respect for Everyone:

- Uphold good manners and treat everyone with kindness, respect, and consideration, regardless of age, race, gender, religion, or background.
- Avoid any form of harassment, discrimination, or bullying.
- Ensure a quiet environment in the Activity Center and do not disrupt others' activities.
- Encourage and support the participation of all senior community members.
- Be mindful of different needs and abilities, ensuring everyone feels welcome and included.

3. Respect for Facilities:

- Take care of the community center's facilities, equipment, and materials, especially the kitchen and restrooms.
- Maintain cleanliness and help keep the space tidy, returning the venue to its original condition after activities.
- Use resources responsibly and report any damages or issues to staff.

4. Conflict Resolution:

- Advocate for unity and peaceful coexistence within the community. Everyone should stand against behaviors and language that divide the community. While actively participating in community activities, follow the principles of fairness and justice outlined by CAPA-BC (see the attached document) and adhere to the organizational principles, i.e., "Efficient democracy, freedom under unity." Work together to create a new type of community that integrates the essence of both Eastern and Western cultures, and change the situation of internal conflicts, inefficiency, and fragmentation within the Chinese community (refer to the articles on the association's official WeChat account).
- Follow the guidance and instructions provided by staff or volunteers during activities and events, and cooperate actively.
- Respect and be considerate of volunteers at the activity center. If there are any shortcomings in their work, politely point them out without being aggressive. When making suggestions or requests, consider the feasibility of the plans. Everyone's participation and contribution are the most effective ways to solve problems.
- Stay calm and respectful during conflicts, and try to understand the issue from others' perspectives. Avoid harsh words or confrontational behavior.
- Try to prevent conflicts from escalating. If the conflict cannot be resolved, seek help from staff or volunteers. Major conflicts can be adjudicated by a special committee of the association, and both parties should respect and follow the final decision.

5. Privacy and Confidentiality:

- Respect others' privacy. Do not share anyone's personal information without their consent.

- Maintain confidentiality during discussions or activities involving sensitive information.

6. Alcohol or Drug Use:

- The Senior Community Activity Center is a drug-free and smoke-free environment. Alcohol is only allowed during designated events.
- Participants should not attend activities under the influence of alcohol or drugs.

7. Protection of Children and Youth:

- Child and youth volunteers must always be supervised by a parent, guardian, or responsible adult.
- Encourage positive behavior and respect among young participants (with specific guidelines provided).

8. Attendance and Punctuality:

- Attend activities regularly and arrive on time.
- If you need to cancel participation, please notify the organizer in advance.

9. Consequences of Misconduct:

Participants who fail to comply with this Code of Conduct may face the following consequences, including but not limited to:

- First offense: A verbal or written warning to the participant or the family member who signed the membership.
- Second offense: Temporary suspension from participating in activities or entering the community center.
- Third offense: Permanent ban from participating in activities or entering the community center, and local law enforcement may be involved if necessary.

Acknowledgment:

By participating in the activities of the Senior Community Activity Center, you agree to abide by this Code of Conduct. Let us work together to create a positive and respectful environment for everyone!

Contact:

If you have any questions or concerns about this Code of Conduct, please contact the community center staff.

Attachment: CAPA-BC Fairness and Justice Principles

As part of the membership benefits, priority in CAPA-BC programs will be given to paid members; among paid members, volunteers will be given priority. The duration of paid membership, the level of volunteer service, and the age of the children will also be considered. In certain situations, selection may be done by lottery. Some merit-based programs should consider using blind selection by CAPA-BC judges.