



## CODE OF CONDUCT

### 1.4 EXPECTATIONS OF PARTICIPANTS

Participants will:

- Follow all rules, reporting, procedures, and guidelines for participation in the MTO programs.
- Adhere to the Anti-violence and Harassment Policy and Training Program Delivery Policy and other Policies of the MTO.
- Contact their home municipality if they experience any issues with travel funding, hotel, or other expenses. The MTO will not provide any assistance in these matters and will refer the participant to the municipality.

#### 1.4.1 ATTENDANCE

100% attendance is expected; however, 80% attendance is required for payment of the municipal contribution.

Participants are expected to arrive on time for the start of every daily session and remain in attendance until the close of each session. Attendance will be recorded twice per day: first at the start of the session and second after lunch break. Participants who are late more than fifteen minutes will be marked absent for that half of the day.

If unable to attend, the participant must inform the facilitator.

#### 1.4.2 ONLINE LEARNING COURSES

Attendance

When taking an online course through the MTO, the participants are required to have their cameras turned on to be considered present.

If the cameras are not turned on at the start of class, the participant will be marked as late.

If the cameras are not turned on within fifteen minutes of the beginning of the course, the participant will be counted as absent for either the morning or afternoon.

### 1.5 TRAINING ALLOWANCES

For courses where training allowances may be paid, the MTO will email a training allowance letter to the municipalities shortly after the course has ended including the amount each participant is entitled to receive. The municipalities will distribute payments to the participants.

The municipality shall invoice MTO for training allowance unless the municipality is entitled to a MTO municipal contribution.

Participants of these select courses are entitled to the training allowance if they meet the minimum attendance for that course. Ground Search and Rescue participants must attend at minimum 80% of the training sessions. Firefighter participants must attend at minimum 90% of the training sessions. Standard attendance rules apply. Please see section '1.4.1 Attendance'.

### 1.6 EXPULSION FROM PROGRAM

Failure of participants to comply with the Anti-violence and Harassment and Training Program Delivery Policies may result in expulsion from a program.

Action taken on this basis will result in the municipality of the participant being ineligible for reimbursement of travel and accommodation costs or any other payments for that participant.

Registration fees will be invoiced to the municipality.

### 1.7 DRUGS AND ALCOHOL

Any participant under the influence of drugs or alcohol to the degree that their training is impacted, and the learning of the group is negatively affected, will be removed from the group for the day. MTO will not pay the training allowance for that day.



If the participant repeats this behaviour for a second day, the participant will be required to return to their community. No training allowance or MTO municipal contribution will be paid. Registration fees will be invoiced to the municipality.

**1.8 DAMAGE OR DISRUPTIVE BEHAVIOUR**

The MTO has zero tolerance for damage to hotel rooms or training facility or other destructive behaviour caused by a participant before, during, or after the training. The RCMP may be notified, and a formal notice will be sent to the municipality or organization funding the participant. In the case of damage, the bill will be sent to the municipality. Any participant engaging in this behaviour will be sent home immediately and MTO will not pay any reimbursement for travel, accommodation, or any training allowance. Registration fees will be invoiced to the municipality. This participant will not be permitted to attend future MTO training programs for one year. If after one year, the participant repeats the negative behaviour in a training program, the participant will be banned from MTO programming for an indeterminate length of time, based on the level of behaviour.

**1.9 LEVELS OF ACTION**

If the behaviour involves a form of discrimination and/or harassment, the process described in the Anti-violence and Harassment Policy will be followed. If the participant is under the influence of drugs or alcohol, Section 4.7 of this Policy will be followed. If the behaviour is not in itself serious enough to warrant ejection, there are three levels of response to disruptive or negative behaviour during the training program.

The facilitator will follow the escalating responses identified below.

**Verbal Notice**

The participant will be given a verbal notice by the facilitator that another occurrence will result in ejection for the day. The incident will be documented.

**Expulsion for the Day**

If the participant repeats the behavior a second time, that participant may be asked to leave the program for the day. The incident will be documented and reported to the Executive Director. MTO will not pay the training allowance for that day. The participant will be marked absent for the day.

**Expulsion from the Program**

If, on the following day, the behaviour is repeated, the participant will be requested to immediately leave the program and the following processes followed:

- The incident will be documented and signed off by the Executive Director.
- The municipality or participant sponsor will be advised.
- No training allowance or MTO municipal contribution will be paid.
- The municipality will be invoiced registration fees.
- The participant will not be permitted to attend future MTO training programs for a period of one year.

**2 ANTI-VIOLENCE AND HARASSMENT POLICY**

**2.1 POLICY STATEMENT**

The MTO is committed to maintaining a safe, respectful, and secure work and training delivery environment free from violence, threats, harassment, intimidation, or other disruptive behaviour. Participants in training and other activities provided by MTO share in the collective responsibility for a safe respectful environment including bystanders who witness disrespectful and harassing behaviours.

