Code Of Conduct

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The Horizon Group is committed to bringing forward quality student journalism through a platform for all.

Our Core Leading Guidelines are:

1. Creativity
2. Integrity
3. Unity
4. Respect
5. Diversity

The Horizon Group is a catchall phrase that represents all operations, items, and management of:

1. Horizon Majority Held Organizations, Societies, and Registrations
2. Departments, clubs, and associates.

3. Teams, Strategic Partners, or Integrated Operations.

Horizon Publications acknowledges that it operated, situated, and rely on the unceded traditional territories of the xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh (Squamish), and səlilwətaɬ (Tsleil-Waututh) Nations.

If you have any questions, comments, or concerns about any aspect of the Horizon Group code of conduct, please contact admin@hryzn.org or submit a formal request for review/complaint.

1. Horizon Staff Role Expectations

A. Ethics & Inclusivity Policy

i. Uphold the highest standards of ethical conduct and integrity

ii. Treat all colleagues, customers, and stakeholders with respect, dignity, and without discrimination

iii. Foster an inclusive and diverse work environment that welcomes people of all backgrounds, experiences, and perspectives.

iv. What this looks like: asking and respecting personal pronouns, ensuring that no irresponsible language is used (including slurs, derogatory language, and spreading false rumours about staff members), and ensuring that all staff members feel included in conversations + activities.

B. Deadlines & Work

i. Deliver high-quality work within agreed-upon deadlines

ii. Communicate proactively if challenges arise that may impact deadlines

iii. Manage your workload effectively and seek support when needed

iv. What this looks like: informing department heads at least 2 days ahead, or as soon as possible if the due date is less than 2 days, about missing work deadlines; reach out to HR (h.r@hryzn.org) if any concerns arise surrounding workload or continual inability to meet deadlines.

C. Meetings & Regrets

i. Attend all scheduled meetings punctually, prepared, and ready to contribute

ii. If unable to attend, provide advance notice and a valid reason for the absence

iii. Actively participate in discussions and follow up on action items promptly

iv. What this looks like: informing department heads about absences from meetings at least 24 hours beforehand; filling out scheduling forms (whether that be lettucemeet or through direct messages) within less than 12 hours; turning on cameras; and adding onto discussion topics in a constructive way.

D. Conduct

i. Maintain a professional and courteous demeanour in the workplace, whether it be remote or in-person.

ii. Refrain from engaging in any form of harassment, discrimination, or inappropriate behaviour.

iii. What this looks like: taking meetings at appropriate times, locations, and apparel.

iv. Uphold the Code of Conduct with all Horizon Publications staff within the workplace and beyond as good stewards of the organization in external interactions.

2. Confidentiality & Non-Disclosure Agreement

A. Formal Agreement of Nondisclosure

i. Abide by the company's confidentiality and non-disclosure agreement

ii. Protect all confidential and proprietary information, including but not limited to trade secrets, financial data, and strategic plans

B. Items of Nondisclosure

i. Do not disclose any confidential information to unauthorised parties, whether verbally, in writing, or electronically.

ii. What confidential information looks like: document formats, information within meetings, work done for Horizon Publications, discussions/ideas within Horizon Publication meetings, and any and all information owned under Horizon emails, drives, etc.

iii. Maintain the confidentiality of sensitive information even after leaving the company.

3. Photo Consent Agreement

A. The Horizon Group may take photographs or videos during events, programs, and activities for promotional purposes. By participating in Foundation events, individuals consent to the use of their likeness in these materials.

B. Individuals are automatically opted-in for Photo consent, but direct communications to communications@hryzn.org can allow you to opt-out.

C. Potential violations or reports of misconduct/poor conduct will be investigated under [Q-01:05, R-01:05], and disciplinary action will be enforced based on results.

4. Statement Of Non-Discrimination

A. Horizon Group is committed to providing an inclusive and welcoming environment for all members of our community.

B. It is our policy not to discriminate against any qualified, community member/member/organisation member/ applicant with regard to any terms or conditions of employment because of such an individual's:

i. Disability

ii. Mental capacity

iii. Diagnosed conditions.

C. The following actions are strictly prohibited and will result in an investigation by the Horizon Human Resources and Enforcement team: Any action, speech, or inferred attack on individuals, groups, and communities on the basis of race, colour, religions, sex, national origin, age, disability, sexual orientation, disability, condition, gender identity, genetic information, or any other status protected by applicable law.

5. Conflict of Interest Policy

A. Members of Horizon Group are expected to avoid any activity or relationship that could create an active conflict of interest with the Foundation. Members should disclose any potential conflicts of interest to their supervisor or the Executive Director immediately.

B. Participation in other organisations are welcomed for the betterment of the community, however,

i. Any unwarranted disclosure, as applicable by sections [E-01:03].

ii. Participation in non-Horizon events conflicting with core responsibilities without prior contact/appropriate disclosure.

6. Open-Report & Whistleblower Protection

A. Horizon Group encourages members to report any suspected violations of law, regulations, or Foundation Code of Conduct policies.

i. Members who report such violations in good faith will not be subjected to retaliation or adverse employment consequences. Reports can be made to a supervisor, an Executive Director, or anonymously through the Horizon Group communications - anonymous reporting/name incognito is available by choice.

ii. All reports, documentations, or organisational inquiries will be subjected to a top-level report committee consisting of non related executives or third-party board members to determine an appropriate course of action as well as possible reconciliation for any misappropriation, action, and demeanour.

B. All individuals found liable for disclosure, at permission of the report committee, may be suspended indefinitely as determined by [R-02].

7. Organization Material/Property Policy

A. All materials, products, or information developed, produced, or received by an employee during the course of their employment with Horizon Group Foundation are the property of the Foundation. This includes, but is not limited to: documents, designs, data, reports, and any other work product, referred to as items. Members must return all Foundation property & items by end of the event/assignment, request of the organisation, or/and upon termination of employment.

i. Unless specifically designated by an authorised Horizon Group director or executive, all items must be returned by the end of the event/assignment.

ii. In given circumstances of long-term possession of items, the member/staff must record the possession in an associated Horizon Group item-tracking document.

iii. In given circumstances of long-term possession of items, a member/staff must preserve/restore the item to full condition, if applicable. Restoration applies specifically to electronic devices through charging. Preservation applies to the continuity of the integrity, appearance, and utility of the item.

iv. Failure to comply with ENDS IN LEGAL ACTION: As defined by In general, as referenced by the Canadian Criminal Code (R.S.C., 1985, c. C-46) “theft is committed when a person fraudulently and with a lawful right takes, or fraudulently and without lawful right converts to his use or to the use of another person, anything, whether animate or inanimate, with intent: to deprive, temporarily or

absolutely, the owner of it, or a person who has a special property or interest in it, of the thing or of his property or interest in it.

8. Email Usage Policy & Newsletter

A. Horizon Group provides email access to its members for professional use to enhance operational efficiency and public messaging. members are expected to use their email in accordance with [A-01:04], [C-01;04], and other Code of Conduct policies.

B. Members receiving non-newsletter, operational Horizon Group email that asks specifically for a response, if failure to respond within an appropriate (72 hours) or stated time period may be considered unwarranted or automatically withdrawn from the email's contents, be it an application, an interview, a position, or more.

C. The Horizon Group Newsletter is operated on the basis of consistency with the Horizon Group Code of Conduct. Violations will result in redactions as well as potential investigations.

D. For individuals wishing to opt out, please contact: admin@hryzn.org.

9. Social Media Policy

A. Members/Volunteers/Associates of Horizon Group are allowed and permitted to feature Horizon Group in their personal social media posts and encouraged to do so.

B. Individuals, particularly ambassadors and Horizon Group staff, are permitted and encouraged to discuss open Horizon Group information that has been subjected to public exposure through Horizon Group official posting on social media such as instagram, discord, and more.

C. Individuals are in violation of the Social Media Policy if they 1) represent, 2) inform, 3) announce, or 4) communicate as an "official" Horizon Group message prior to public disclosure through Horizon Group official posting on social media such as instagram, discord, and more.

D. Individuals must not act in impersonation or misrepresentation of the Foundation without approval of Horizon Group marketing department or the Administration team. Disciplinary action will be taken against offenders.

E. Potential violations or reports of misconduct/poor conduct will be investigated under [Q-01:05, R-01:05], and disciplinary action will be enforced based on results.

10. Branch/Club Operations Policy

A. All Horizon Group affiliated Clubs, Club Directors, Members, Organization Members, Executive Associates, Executive Directors, members of the Horizon Group executive committee, members of the Horizon Group standing committee must adhere to the Horizon Group Code of Conduct within an Horizon Group-affiliated club or partner.

B. Horizon Group-affiliated Clubs must adhere to requests and and operation guidance from the Horizon Group Club and Operations Director.

C. All Horizon Group-affiliated clubs can request direct organisation assistance, with approval from the Horizon Group Club and Operations director, in accordance with a fully documented usage report to

i. General Operations

ii. Financial Funding

iii. Operational Members

iv. Organization Marketing

D. All Horizon Group-affiliated clubs and operations are obliged to submit a monthly progress report as per the director of the Club and Operation Director

11. Information Request Policy

A. Members,Organisation Members, Executive Associates, Club Directors, Executive Directors, members of Horizon Group Executive Committee, and members of Horizon Group Standing Committee possess the right to requesting information pertaining:

i. Personal assessment outcomes;

ii. Organisation volunteer hour trackage;

iii. Horizon Group HR & Enforcement decision & case documents;

iv. Event and operational documents;

v. Internal documentation pertaining to role;

vi. Related Disclosable Financial documents;

vii. And Associated documentation for operation.

B. All requests for information must adhere to established protocols, ensuring that only individuals with the appropriate authority make such requests.

C. Items determined to be in draft form & nondisclosure status will not be permitted, if declared by any associated position within Horizon Group, to be disclosed to the public.

12. Enforcement and Dispute Resolution

A. The Human Resources & Enforcement department of Horizon Group is entrusted with enforcing the Code of Conduct. The departments of Human Resources & Enforcement holds the authority to enforce these rules upon approval of the Human Resources & Enforcement director.

i. The Human Resources & Enforcement department reserves the right to independently take action, including not limited to (a) strike issuance/removal, (b) termination, (c)suspension, or (d) permanent termination of members with regards to Code of Conduct regulations as well as Horizon Group Core Guiding Principles. An individual with 3 strikes will be evaluated for final decision via HR protocol. A comprehensive report detailing the termination or disciplinary action must be filled and presented to both Horizon Group and the affected individual prior to final action. The report shall include all relevant associate rules and infringements.

B. An individual has the right to challenge the decision by emailing the Human Resources & Enforcement Director through official communications channels.

C. Standard Escalation within the Horizon Group

i. Check-in Meeting

ii. Reminder/Warning

iii. Meeting/Secondary Warning

iv. Final Warning/Disciplinary Action.

v. Full Removal from Horizon Group.

D. An Advanced Escalation outside normal practices, bypassing the Standard Escelation, can be voted upon by the formation of a temporary COC Rules Judiciary Committee.

i. This committee shall be unbiased and disclose all potential conflicts of interest.

ii. This committee shall include the following individuals, which are open to dispute based on conflicts of interest or extenuating circumstance:

1. Chief Executive Officer

2. Chief Operating Officer

3. Chief Financial Officer

4. Chief Creative Officer

iii. A tie in the vote between members of a temporary TOC Rules Judiciary Committee shall result in a vote by the Chair of the Board of Directors (or a respective randomized board member if the Chair is unavailable).

iv. The removal of any TOC Rules Judiciary Committee member shall result in no replacement, unless the committee reaches two individuals. In that case, the Chair of the Board of Directors shall take a seat on the committee. If unavailable or removed, the Chair shall be replaced by a randomized board member.

v. The CEO shall preside over any formed temporary TOC Rules Judiciary Committee.

13. Horizon Human Resources Enforcement

A. Volunteer Hours & Position Recognition

i. Request & Send formal Volunteer Hour Form to HR

1. Volunteer Hour Documentation Form

ii. Request & Send formal Volunteer Certificate form to HR

1. Volunteer Certificate Request Form

B. Staff Assistance & Intermediary policies

i. Interpersonal issues to be directed to HR before approaching the other person or peoples involved.

ii. Professional inquiries related to position promotion, role delegation, professional development complaints to be directed to HR before approaching specific Department Heads

iii. HR may organise intermediary action if it sees the problem as significant or unable to resolve from singularly the HR department.

C. Strike System & Trial Period

i. Missing more than 2 important events/meetings may result in expulsion and firing during the 2 month probationary period.

ii. Noted complaints about sustained poor work performance will result in a staff warning email. Additional staff warning emails will result in a meeting with HR. Sustained bad behaviour beyond this point will result in termination.

iii. The stikes system may be overridden if more than one complaint is filed within two weeks.

14. Horizon Staff Use Policy

A. Usage of HRYZN staff emails

i. Professional

ii. No spam

iii. Appropriate use- use your judgement. If not, HR will judge.

B. Work documents, resources and others should not be used for leisure purposes - keep work and play apart.

C. BCC all department heads on any emails you send out, this helps the organisation to keep track of performance and outgoing communication.

15. Horizon Management Overview

A. Annual General Meeting

i. Attend the annual general meeting to stay informed about the company's performance and strategic direction

ii. Actively participate in discussions and provide constructive feedback

B. Communication relay

i. Establish clear and effective communication channels with your direct reports and management

ii. Ensure timely and transparent information sharing across the organisation

C. Anonymous Report/Inquiries

i. Encourage a culture of open communication and feedback

ii. Provide a secure and confidential avenue for employees to report concerns or make inquiries

iii. Please send any concerns about any staff member to the HR email (h.r@hryzn.org). Outline the following:

1. - Department (Ex. Marketing)
2. - Position (Ex. Director)
3. - Concern (Ex. Missing deadlines)
4. - Specific timeframe and example (Ex. 2024/05/06 failed to turn in draft of X document)
5. - Personal preference for outreach (Ex. I would like to remain anonymous in this complaint)

16. Horizon Request/Report Form

A. Finance Reimbursement

i. Submit all expense reports and reimbursement requests in a timely manner, accompanied by proper documentation

ii. Ensure that all expenses are legitimate, reasonable, and in accordance with the company's policies

iii. Make a copy of the financial reimbursement forms when filling out information. Send forms to finance@hryzn.org.

1. Purchase Request and Reimbursement Form (A-1)
2. Accounting Update – Out (B-1)
3. Accounting Update – In (B-2)

B. Department/Role Transfers

i. Carefully consider any requests for department or role transfers, taking into account the needs of the organisation and the employee's skills and potential

ii. Email h.r@hryzn.org for transfer requests and include the following information:

1. Name
2. Current department
3. Requested department
4. Reason for transfer

17. Legagily & Adherence to the BC Societies Act.

A. All Horizon Group operations, Code of Conduct operations, and official projects must adhere to the societies Act Bylaws. Reference Model Bylaws 2015 schedule A.

B. All misconduct or unwarranted misadherence will result in immediate investigation and rectification and adherence actions with the formation of an temporary Emergency Legal Compliance Committee of a) existing board members and b) existing Horizon Group executive/standing committee members.

C. The Emergency Legal Compliance Committee will be utilised in the case of a violation of any given provincial, federal, or international laws and regulations to ensure the legality of the organisation. Any legal action taken by the organisation will take place via an Emergency Legal Compliance committee. The Emergency Legal Compliance committee will be appointed by the most senior concurrent position and will have all means necessary, but not necessarily must, to pursue an optimal outcome. A reference of a professional licensed lawyer will be the first point of Agenda of the Emergency legal Compliance Committee regardless of context.

18. Legality Policy

A. Must work/represent Horizon in circumstances in compliance with the British Columbia Law, applicable to all staff as of this date.

i. Must work/represent Horizon in circumstances in compliance with any territories, state, and government law/policy in any Horizon Group Affiliated events, branches, and staff.

ii. All staff must be citizens in good standing to the clauses of I and II.

1. Representation of Horizon Occurs through public occasions including photos, videos, and events.
2. Misrepresentation/Broken of clause I/II through illicit/noncompliant activities WILL entail in investigation and termination of position, affiliation and relevant association to Horizon Group and subsidiaries.