

Conduct Committee

Mission Statement

The Conduct Committee is responsible conducting investigations of incidents within the Kiwiburn community.

We aim to:

Refine the process for investigation of reports made regarding behaviour that does transgresses the Kiwiburn code of conduct.

Suggest changes, when needed, to the Code of Conduct to the Board of Directors

Investigate reports in a thorough, confidential, and respectful manner

Resolve reports by making recommendations for action to ExCom when necessary

How we achieve these goals:

Document each report as it is made.

Determine whether action is required.

Respond to the report in a timely fashion.

If the incident is actionable, develop an understanding of the incident such that a recommendation for action may be made to ExCom.

Document all reports in a manner that will enable the conduct committee to identify patterns of behaviour.

Maintain the anonymity of the reporter when an incident is reported but the reporter does not wish to take the matter any further than alerting the conduct committee.

Make reports to the ExCom recommending courses of action as an outcome of investigations of either single incidents or ongoing patterns of behaviour.

What we do not do

The conduct committee does not determine guilt or innocence.

The conduct committee gathers sufficient information to make a fair and reasonable recommendation of whether to allow someone continued access to Kiwiburn Events.

**Manager Job Description:**

The Conduct Committee Lead oversees the committee and is the primary point of contact with the ExCom.

Manager Task List:

- Assign committee members to lead investigations of individual reports.
- Maintain the conduct committee records.
- Lead the committee discussions around incidents and formulate a recommendation
- Liaise with ExCom – deliver committee recommendations for action to the chair of ExCom/

Volunteer Job Description:

The conduct committee will investigate incidents in a timely and fair manner. Where needed ExCom will provide training in conflict resolution and victim support to committee members to enable committee members to carry out their duties.

conduct@kiwiburn.com