

ε: CONDUCT AND GRIEVANCES

Preamble: The Conduct and Grievance policy outlines the general conduct of all members of the engineering society. The procedure for reporting any problems against members of the engineering society with the exception of grievances dealing solely with Golden Words which is listed in η.

A. Ethics Policy

In the operation of its services, clubs, design teams and other affiliated groups, all employees, volunteers, officers, directors and executives (henceforth referred to as active members) of the Engineering Society must always endeavor to uphold the highest standards of ethics expected of them by society as Professional Engineers while also inspiring all members to the highest standards of personal honour and responsibility.

Part I: Duties

1. An active member shall,
 - a. Act with fairness and loyalty and consider themselves ultimately responsible to the larger Kingston area, the Queen's community, and all members (active or otherwise) of the Engineering Society, including themselves.
 - b. Regard their duty to the wellbeing of the engineering student body to which they serve as paramount.
 - c. Endeavor at all times to enhance the public's regard for the Engineering Society and Queen's University by extending the public knowledge thereof and discouraging untrue, unfair, and exaggerated statements with respect to the Society.
2. An active member shall uphold the following ethical principles:
 - a. Ethical Operations and Human Rights
 - i. The Engineering Society recognizes that every student has the right to equal treatment with respect to student activities and organizations, without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, creed, sex, sexual orientation, age, martial status, family status, disability or the receipt of public assistance.
 - ii. The Engineering Society shall exert every reasonable effort to ensure the accessibility of all its services, clubs, and activities. The Engineering Society recognizes the physical inaccessibility of the Clark Hall Pub and Lounge areas and will make all reasonable efforts to remedy this during the next major structural renovations.
 - b. Ethical Business Conduct

- d. Relinquish any appointed or volunteer position gained through the violation.
- e. Refer the case to the AMS Judicial Committee

B. Engineering Society Review Board

(Ref. By-Law 15)

Part I: General

1. The Engineering Society Review Board was created to analyze the policies and state of affairs of the EngSoc, and to make recommendations regarding improvements therein. The Board also acts as the primary Engineering Society dispute resolution body.

Part II: Purposes

2. The Board is to examine both the policy and constitutional aspects and the operational aspects of the society. The Board's purpose is to:
- a. to maintain and review existing EngSoc policies, through existing records and observation of and consultation with the addressed groups.
 - b. act as a resource for any person wishing to make a change to the Constitution or Policy Manual.
 - c. research issues affecting the mechanics and structure of EngSoc both operationally and physically.
 - d. ensure that within EngSoc there is a proper flow of information and responsibility.
 - e. ensure that the policies of EngSoc equally represent all members.
3. The Board shall deal with any grievances that arise from the policies, procedures and activities of the Society, including (but not limited to):
- a. ethics violation (refer sec.ε.A)
 - b. appeal of appointments (refer sec. γ.B.X)
 - c. grievances (refer sec. ε.C)
4. The Board shall accept any all comments and grievances within the scope of its purview from any concerned member of the Society.
5. All recommendations of the Board shall be put to Council for action

Part III: Membership

6. The Board shall consist of seven (7) student members, as detailed in the Constitution, By-Law 15.
1. The Senior Chair of the Board, detailed in the Constitution, By-Law 15, shall be responsible to the Board of Directors; all other members shall be responsible to the Senior Chair.

- a. The Senior Chair shall be responsible for liaison with all EngSoc Groups, the Executive, Council, and the Board of Directors.
8. No limit is set on the number of years that someone may sit on the Board; past membership shall be considered an advantage in the selection process as it allows for greater continuity.

C. Grievance Procedure

Part I: General

1. Grievances regarding any decision or action made by a member of the Engineering Society may be brought to the Engineering Society Review Board.
 - a. Grievances may include, but are not limited to, violations of the Engineering Society Code of Honour of Ethics Policy, violations of the Queen's University Code of Conduct, theft, vandalism, trespassing, fraud, harassment, assault, negligence and other actions that compromise the integrity or image of the Engineering Society.
 - b. Grievances shall take the form of a letter that includes the nature of the grievance and the names of all relevant parties.
 - c. Grievances must be signed and include contact information.
 - d. Grievances shall be placed in a sealed envelope labelled "Engineering Society Review Board" and the envelope placed in the Black Box in the Engineering Society Lounge. An e-mail notifying the review board of the grievance must be sent to erb@engsoc.queensu.ca

Part II: Procedure

2. The Engineering Society Review Board Chair shall acknowledge the grievance within 48 hours of the receipt of the grievance and decide upon the validity of the grievance and an appropriate course of action.
 - a. Should a grievance be received pertaining to the Engineering Society Services the grievance will be forwarded on to the Vice President (Operations) or the Board of Directors and such action will be reported to those who submitted the grievance
 - b. If the grievance is not under the authority of the Engineering Review Board, the Chair will inform the submitter, along with any alternative process of grievance
 - c. The ERB Chair shall arrange the first meeting within a week of receiving the grievance unless exams, summer etc. prohibits. If the grievance is submitted during the 12 week semester, a departure from regular classes necessitates a different timeline
3. Upon the first meeting:
 - a. A secretary shall be chosen from the members of the Review Board.

