



SHO THAN K'E HO CHI DOK 2025/2026 MENTORSHIP PROGRAM – CODE OF CONDUCT

Land and Peoples Relationship Model: Rules of Engagement

This mentorship program is grounded in Elder Copper Jack's *Land and Peoples Relationship Model* (www.respectcareshare.ca). These teachings guide how we come together, share stories, and build respectful relationships.

All participants and staff are asked to honour the following **Rules of Engagement**:

- **Show respect** for each other, and the Land.
- **Feel as much as you think** (e.g., speak with “I feel” as well as “I think”).
- **Listen to understand** what is being said (with your heart, as well as your head).
- **Clarify** what you say and hear.
- **Have patience.**

Beyond expressing your own relevant thoughts and experiences, participation means **listening to, responding to, and leaving room for others in the discussion**. These Rules of Engagement ensure that all participants hear, and feel heard, in the learning space.



PREAMBLE

The goal of this policy is to promote a respectful, healthy, and well-functioning Sho Than K'e Ho Chi Dok Mentorship Program space for employees and program participants. Underlying this policy is the expectation that all employees and participants, whatever their position or role, have a responsibility to make sure that every other participant receives the respect they deserve and need.

This policy also affirms the responsibility of Sho Than K'e Ho Chi Dok Mentorship Program employees with supervisory responsibilities to protect employees and participants from disrespectful conduct in both **online and in-person learning spaces**.

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1. SCOPE

1.1 Authority

This policy was issued by the Program Director and Course Instructor of the Sho Than



K'e Ho Chi Dok Mentorship Program.

1.2 Application

This policy applies to all persons hired by or volunteering for the Sho Than K'e Ho Chi Dok Mentorship Program, and to all those participating in Sho Than K'e Ho Chi Dok courses, programs, and events.

1.3 Purpose

The purpose of this policy is to:

(a) promote a respectful, healthy, and well-functioning course space;
(b) address any form of discrimination, violence, or harassment based on (but not limited to):

- Ancestry, including race and colour
- Age or sex
- National origin or immigration status
- Two-spirited identity
- Ethnic and/or linguistic background and/or origin
- Sexual orientation
- Religion or creed, religious belief/association, or religious activity
- Marital/family status
- Gender identity or expression
- Economic status or source of income
- Physical or mental abilities

(c) affirm participant responsibility and accountability for course conduct and relationships;

(d) build organizational capacity to manage conflict in a constructive and respectful way.

This policy sets out the processes for managing conflict and addressing disrespectful



conduct that is not accepted in the learning space, including but not limited to:

- Discrimination, harassment, and/or sexual harassment
- Discouraging positive self-expression
- Disrespect for course space (virtual or land-based) or any person participating in the course
- Cultural appropriation
- Digital harassment or inappropriate use of technology

1.4 Principles

Sho Than K'e Ho Chi Dok Mentorship Program strives to create a respectful and inclusive space that values and appreciates the diversity and contributions of all its employees and participants.

All employees and participants share in the collective responsibility to:

- promote a respectful course space;
- address incidents of disrespectful conduct when they occur;
- participate in processes under this policy;
- model respectful conduct and accountability for appropriate intervention when disrespectful conduct occurs;
- use early intervention and non-adversarial approaches to prevent escalation.

Disrespectful conduct may lead to discipline up to and including termination of employment, or program participant suspension or expulsion.

1.5 Definitions

Respectful Learning Space

A space that is characterized by:

- Spirited and respectful dialogue, which welcomes diverse perspectives;



- Inclusion of people with different ancestries, backgrounds, religions, cultures, sexual orientations, and abilities;
- Constructive resolution of differences, with conflict managed through collaborative processes;
- Polite behaviour where participants are courteous and considerate toward others;
- Safety from disrespectful, discriminatory, bullying, and digitally harassing behaviour;
- Protection from repercussions for taking action to address disrespectful conduct;
- Support for individuals to practice respectful learning space skills.

Disrespectful Conduct

Behaviour by an individual that a reasonable person would consider to show a lack of respect or courtesy. This exists on a continuum from mild to grievous to illegal.

Harassment

Any unwanted physical, verbal, or digital behaviour that offends or humiliates. Examples: offensive language, threatening or intimidating messages, unwelcome comments about personal life, or digital harassment such as spamming, trolling, or unwanted private messaging.

Sexual Harassment

Conduct, comment, gesture, display, or contact of a sexual nature that might reasonably be expected to cause offence, humiliation, or coercion.

Bullying

Repeated or systematic assertion of power through aggressive behaviour – physical, verbal, psychological, or digital – including shunning or isolating others.

Cultural Appropriation

“The unacknowledged or inappropriate adoption of the customs, practices, ideas, etc. of one people or society by members of another and typically more dominant people or



society” (Oxford Dictionary).

2. COMMUNITY AGREEMENTS & VIRTUAL PARTICIPATION EXPECTATIONS

In addition to Elder Copper Jack’s Rules of Engagement, participants and staff agree to uphold the following principles in online and public course spaces:

- **Respect in Dialogue:** Speak and write with kindness, curiosity, and accountability.
- **Step Up/Step Back:** Share the space equitably so all voices are heard.
- **Confidentiality of Stories:** What is shared in the course stays in the course (unless consent to share is given).
- **Technology Etiquette:**
 - Keep microphones muted unless speaking.
 - Use appropriate screen names, profile pictures, and virtual backgrounds.
 - Avoid spamming, off-topic comments, or disruptive chat behaviour.
 - Do not record, screenshot, or redistribute course materials without permission.
- **Accessibility:** Respect diverse needs by allowing time for responses, using clear language, and supporting inclusive participation.

3. DIRECTOR ROLES

The Program Director is responsible for promoting, administering, and implementing this policy. This includes:



- Being a resource for employees and participants experiencing conflict or disrespectful conduct;
- Assessing concerns and managing appropriate processes;
- Providing information on conflict resolution processes and outcomes (as appropriate);
- Recommending systemic changes to improve respectful spaces;
- Following up to ensure processes achieve intended outcomes.

Processes will be guided by principles of timeliness, fairness, transparency, confidentiality, and proportionality.

4. PROCESS

To the extent reasonable and safe, individuals are encouraged to first:

- (a) raise their concern directly with the individual(s) involved;
- (b) seek assistance from the Director if unresolved;
- (c) contact your local Human Rights Commission if an external complaint is required.

To make an official complaint with the Director, the complainant should record:

- What happened
- When it took place
- Where it occurred (including online platform details)
- Who else witnessed the interaction

Upon receiving a complaint, the Director will:

- (a) assess the situation and determine the appropriate response (which may include a warning, removal from online sessions, suspension, or termination);
- (b) notify the respondent;
- (c) provide the respondent with an opportunity to respond;



(d) create a follow-up plan to monitor outcomes.

5. CONFIDENTIALITY & PRIVACY

- Requests for assistance under this policy will be treated confidentially, unless disclosure is required by law or explicitly permitted by the individual.
- Course recordings may be used for educational purposes and shared only with participants and staff.
- Participants are prohibited from recording, screenshotting, or distributing course content or personal information of others without explicit permission.
- Any outside assistance will only be engaged with the consent of affected parties.

6. ACKNOWLEDGEMENT

I acknowledge that I have read and understand the **Sho Than K'e Ho Chi Dok Mentorship Program: Code of Conduct Policy**. My signature (or digital confirmation) below indicates that I agree to abide by the expectations listed within this document.

Printed name:

Signature:

Date: