SFRA Code of Conduct

Section A: General Code of Conduct

1. Inclusivity

We welcome and support people of all backgrounds and identities. This includes, but is not limited to, members of any sexual orientation, gender identity and expression, race, ethnicity, culture, national origin, social and economic class, educational level, colour, immigration status, sex, age, size, family status, political belief, religion, and mental and physical ability.

2. Communication and Mutual Respect

All members of the SFRA (Active, Non-Active, Honorary and Executive Committee Members) shall maintain respectful communication and constructive dialogue. Members who cannot be respectful at SFRA events/meetings or on SFRA social media streams may be asked to leave.

3. Collecting Money or Conducting Banking on behalf of the Association

Any Members who collect money (through membership drives or special events), or conduct the banking on behalf of the association, must demonstrate ethics (including accurate recordkeeping) and stewardship of funds.

4. Harassment, Violence and Exclusionary Behaviour

Refrain from any behaviour that constitutes harassment, violence or intentionally excludes individuals within our membership base from participating.
Harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading or malicious. Types of behaviour that constitute harassment include, but are not limited to:

- Written or verbal abuse, threats or outbursts
- Unwelcome remarks, jokes, comments, innuendos or taunts
- Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect the group environment
- Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance
- Unwanted physical contact
- Sharing sexually explicit or violent material via electronic devices or other means
- Advocating for, or encouraging, any of the above behaviour

SFRA has a zero tolerance for harassment, violence or exclusionary behaviour. If harassment or violence is identified at SFRA events/meetings or on SFRA social media streams then law enforcement may be engaged.

5. Safety

Safety of our members at SFRA sponsored events is of utmost importance. If an Executive Committee Member feels that an event could jeopardize the safety of member(s), then the event can be cancelled with no notice, and/or law enforcement engaged if deemed necessary.

6. Escalation of Code of Conduct Violation

Any Code of Conduct violation (or perceived violation) can be escalated to any member of the SFRA Executive Committee, who will in turn notify all executive members to determine next steps.

Section B: Privacy & Confidentiality

Your privacy and security are important to us. We will be transparent about the information gathered and how it is used. This privacy statement discloses what information we gather and how we use it.

Anonymous Access

You can access our website home page and browse our site without disclosing your personal data.

Information Collection and Use

Sherwood Forrest Residents Association (SFRA) is the sole administrator of the information collected at our events or the Annual General Meeting. We will not sell, share, or rent this information to others in ways different from what is disclosed in this statement without the consent of the user (except as required by law or in the case of imminent physical harm to the user or others).

Collection of Personal/Membership Information

SFRA will collect and use your personal contact information to inform you of upcoming events sponsored by our organization, share relevant information provided to us by the city that may affect our neighbourhood or community, encourage community cohesiveness/awareness, assist in resolving problems that we may be able to provide support with, and to inform you of any changes to the associations operations and policies. You may opt out of receiving emails if you wish.

Links

The SFRA website contains links to other sites. Please be aware that SFRA is not responsible for the privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of each website that collects personally identifiable information. This privacy statement applies solely to information collected by this website.

Newsletter

SFRA newsletters are produced four times per year (spring, summer, fall, winter). Electronic versions of the newsletter are available on the SFRA.ca website and are distributed to residents and members who have opted-in to receive SFRA emails. Printed newsletters are distributed to every home in the neighbourhood twice per year regardless of membership classification.

Surveys

From time-to-time our association requests information via surveys to help make informed decisions on programming and community preferences. Participation in these surveys is completely voluntary and the user therefore has a choice whether to disclose this information. Information requested may include contact information (such as name and address), and demographic information (such as age, gender). Survey information will be used for purposes of improving services offered by SFRA.

Legal Requests & Emergencies
Should there be a law enforcement inquiry or demand for information that are made under force of law, then SFRA will cooperate fully. Therefore, we may provide personal information to law enforcement agencies in what we believe to be emergency situations, we may provide personal information where required by statute, court order, legal process or lawful authority, and we may provide it to our legal counsel in connection with the foregoing.

Email Opt-Out
Users who no longer wish to receive our emails may opt-out of receiving them at any time.

Notification of Changes
If we decide to change our privacy practices, via our Code of Conduct, we will post those changes on the website so our users are always aware of what information we collect, how we use it, and under circumstances, if any, we disclose it.

Section C: Document Governance

Document Revision History

Document Version	Summary of Changes	Author	Date
1.0	Inception of the document	SFRA Secretary	Dec 18, 2018
2.0	Editing	Al Zizek	January 4, 2019
3.0	Document Review/Refresh	Launa Crasto (SFRA Secretary)	February 8, 2023
4.0	Document Review – no material changes	Launa Crasto (SFRA Secretary)	February 22, 2025
5.0	Document Review – one change to Newsletter distribution	Al Zizek	March 5, 2025

Document Review Cycle

This document will be reviewed by the SFRA Executive Committee once every two (2) years or earlier if required by City of Mississauga rules.

Next Review Cycle: February 2027