

# **The Tribune Publication Society** **Code of Conduct and Workplace** **Ethics**

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### **I. PREAMBLE**

The Tribune Publication Society and its associated publication *The Tribune* are committed to ensuring that its business is conducted, in all respects and at all times, according to rigorous ethical and professional standards. It is also committed to creating a workplace, at all of its working locations, that, at all times, is free from harassment and discrimination, where co-workers are respected, and provided an appropriate environment so as to encourage good performance and conduct.

To achieve this goal all Employees (see III. COVERAGE for definition) are expected to:

- Adhere to this Policy in their professional conduct
- Treat coworkers with respect, courtesy, honesty, and fairness
- Value the contribution of the individuals with whom they work, including diverse values, beliefs, cultures, and religions
- Not bully, intimidate, harass, or discriminate against other coworkers
- Abide by the values of the Tribune Publication Society
- Conduct themselves in a way that is anti-oppressive within the context of the workplace

### **II. PURPOSE**

This “Code of Conduct and Work Ethics Policy” (the “Policy”) has been formulated to foster confidence in the professionalism and integrity of the Employees of the Tribune by ensuring that all adhere to appropriate standards of conduct as set out in this Policy.

This Policy aims to provide guidance to all Employees on their conduct when they are undertaking business on behalf of the Tribune or on its premises.

The circumstances of conduct as set out below in this Policy, although not exhaustive, are intended to cover situations which are perceived as most likely to be encountered by Employees. No policy can address every situation an Employee may encounter. As a result, Employees are expected to be guided by the letter and the spirit of the Policy, and to exercise good judgment. In the case that an Employee encounters a circumstance that is not covered hereunder, they should seek guidance from the Editor-in-Chief and/or Community Representative.

A breach of the Policy may result in disciplinary action as detailed in the Misconduct and Non-conformance policy.

### **III. COVERAGE**

This Policy applies to all the Employees, formal and informal, of the Tribune. Employees shall refer to all members of the Editorial Board and Board of Directors, Staff, Contributors, and advertising executives. This policy applies to all interactions, whether in person or online, within a context relevant to the Tribune. This includes Tribune-sponsored events, activities, and assignments.

### **IV. DEFINITION OF VALUES**

#### Values Definition

*Professionalism:* Adhering to professional standards in work and interactions.

*Respect:* Due regard for the feelings, wishes, and rights of others.

*Equity:* Acknowledging inequalities and striving toward fair treatment.

*Growth:* The pursuit of knowledge and innovation.

All Employees are expected to adhere to the core values of the Tribune as stated above.

#### Professionalism

The professional behaviour of Employees shall conform to the following standards:

- Commitment to and adherence to professional standards in their work and in their interactions with other Employees of the Tribune;
- Commitment to maintaining the highest standards of integrity and honesty in their work;
- Adherence to ethical and legal standards to be maintained in business;
- A responsibility to support the Tribune in its efforts to create an open and mutually supportive environment;
- A responsibility to hold oneself personally accountable for one's professional work and conduct;
- A commitment to using the Tribune's property, including digital domains such as emails, website etc., properly and responsibly;
- A responsibility to share information and give willing assistance in furthering the goals and objectives of the Tribune; and
- A responsibility to ensure that there is no misrepresentation of facts. Wherever an error or misunderstanding does occur, it should be corrected promptly.

#### Respect

The professional behaviour of Employees shall conform to the following standards:

- Commitment to exhibiting consideration and concern for another individual's feelings, wishes,

- rights, and limitations;
- A responsibility to promote a safe and inclusive space where everyone is treated with respect and care;
- A commitment to authenticity and truth in professional and personal dealings;
- An adherence to non-judgmental and civil language in interactions and disagreements with other Employees and stakeholders; and
- A recognition that regardless of surface disagreement, Employees hold the Tribune's and its other Employees' best interests at heart.

### Equity

The professional behaviour of Employees shall conform to standards of equitable treatment for all, which include:

- Adherence to the concept that all persons, ideas, and cultures are equally valuable and enrich the Tribune's mission;
- Commitment to building connections and fostering a diverse awareness of issues and opinions on and off campus;
- Listening to and representing individuals, their positions, and experiences fairly and inclusively, both in professional dealings and in the Tribune's work product; and
- A commitment to servicing the entirety of the McGill community by actively operating in a fashion that is inclusive and reflective of the community's diversity;

### Growth

The professional behaviour of Employees shall conform to standards of progress, which include:

- Commitment to growing the Tribune's operations and reach in new ways, while adhering to the Tribune's brand, institutional history, and mandate;
- Receptiveness to new ideas and ways of doing things insofar as they further the Tribune's overall mandate;
- Fostering an inclusive workplace environment, alongside locating and dismantling systemic barriers;
- Support for Employees' commitments, work, and progress; and
- An acknowledgment that the Tribune's teaching mandate encourages perpetual personal and institutional growth.

## **V. CLAUSES COVERED UNDER THE POLICY**

### Conflict of Interest

Each Employee is expected to avoid situations in which their personal interests and dealings, including potential financial gain, are, or may be, in conflict with the interests of the Tribune. Accordingly, the Tribune expects its Employees to act in its best interest. Employees must not use any Tribune physical or digital property, information gained from their work as an Employee, their position, or opportunities arising from these for personal gains or harm the organization with malicious intent.

### Protection and Use of Tribune Property

All Employees of the Tribune are responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to the Tribune's assets, including all kinds of physical assets, movable, and immovable, property that may be used in carrying out their responsibilities. The Tribune's property must not be borrowed, loaned, or disposed of, except in accordance with this policy. All Employees must use and maintain the Tribune's property and resources efficiently and with due care and diligence, including the official Tribune office space.

#### Use of Slack

All Tribune editors and staff (writers and creatives) will have access to use the Tribune's *Slack*—a communication platform. Employees are expected to use Slack for work-related messaging and communications. If a section's editors all agree, they may use an alternative platform for communications, such as Instagram or text messaging. Employees are expected to adhere to respectful and equitable communication, free of discrimination, harassment, and/or gendered/sexual violence.

#### Discrimination, Harassment, and Gendered/Sexual Violence

The Tribune is committed to maintaining an environment that is free of inappropriate behaviour of all kinds, including sexual and gendered violence, discrimination, and harassment. Such behaviour may pertain to age, physical disability, marital status, race, religion, class, sex, sexual orientation, or gender identity—many of which may intersect. Employees are responsible for supporting the Tribune in its endeavour to protect others from any form of such harassment, including but not limited to receiving unsolicited images, coercion, cyberviolence, bullying, sexual objectification, and sexual harassment.

#### Offers of Support

In the course of business conduct of any Employee, wherever harassment occurs to any such Employee as a result of an act or omission by any third party or outsider, the Tribune shall take all steps necessary and reasonable to assist the affected Employee in terms of support and preventive action.

This may include access to internal and external reporting processes, and relevant resources.

#### Commitment to Education

The Policy mandates that all Editorial Board, Staff Members, and Board of Directors members attend an annual anti-sexual violence training and an anti-racism training session provided by a qualified educator hired by the Tribune.

#### Alcohol & Substance Abuse

The use or possession of alcohol, illegal drugs, and other controlled substances in the workplace and being under the influence of these substances on the job and during working hours is strictly prohibited. However, possession of prescription medication for medical treatment or over-the-counter medications is permitted.

There may be Tribune-sponsored events where management approves the serving of alcoholic beverages. In such cases, all appropriate liquor laws must be followed, including laws regarding the prohibition of serving of alcohol to those under the legally permissible age. However, under all such cases, excessive drinking, intoxication, and misbehaviour is prohibited and will be dealt with according to the Misconduct and Non-conformance policy.

## Compliance with Laws and Agreements

All Employees shall conduct business in compliance with all applicable laws and regulations of the particular city, province, or country.

## Use of AI

All editors and staff will have access to Otter.ai—a transcription service that allows interviews to be rapidly transcribed. Editors and staff must directly quote their sources, as presented by the verbatim transcript, and double-checked with the interview’s audio recording. They may not use the “Summary” option on Otter.ai to quote their sources in pieces.

The use of ChatGPT or similar AI platforms to write articles or produce images for the Tribune is strictly forbidden. If editors or staff are found in violation of this clause, they will receive a formal warning. In a second offense, they may face a removal of their position at the Tribune.

## **VI. COMMUNITY REPRESENTATIVE ROLE DESCRIPTION**

### Selection

An External and Internal Community Representative shall be selected from the Board of Directors membership each academic year. The Board of Directors can select or remove additional Community Representatives at its discretion. Neither the Editor-in-Chief, nor the Business Manager, nor the Editorial Board Representative, nor the Chair may serve as a Community Representative.

### Duties

The Internal Community Representative shall:

- Provide an impartial and confidential service to Employees who have been unable to resolve their concerns about violations of the Policy or other conflicts that may arise between them and other Employees:
  - Quickly assist Employees to resolve complaints informally or formally;
  - Consult on further action(s) with the External Community Representative, Editor-in-Chief and/or the Board of Directors in necessary situations.
    - Any consultation with the External Community Representative, Editor-in-Chief and/or Board of Directors shall remain confidential.
- Inform Employees of existing policies and procedures, and advise them on appropriate channels of redress for any concerns or complaints Employees may have in accordance with the Misconduct and Non-conformance policy found at the end of this document.
- Create and maintain an online anonymous complaint form accessible to all Employees.
- Receive anti-oppression, disclosure, workplace conflict management, and any other training deemed relevant to the fullest extent possible, preferably at the start of their term.
- Strive to maintain an equitable working environment among all Employees in line with the Tribune’s values.

The External Community Representative shall:

- Provide an impartial and confidential service to all external stakeholders of the Tribune,

including all members of the TPS, who have been unable to resolve their concerns about violations of the Policy or other conflicts that may arise between them and Employees of the Tribune.

- Quickly assist external stakeholders to resolve complaints formally or informally;
  - Consult on further action(s) with the Internal Community Representative, Editor-in-Chief, and/or the Board of Directors in necessary situations.
  - Any consultation with the Internal Community Representative, Editor-in-Chief, and/or the Board of Directors shall remain confidential.
- Inform external stakeholders of the Tribune, including contributors, of existing policies and procedures, and advise them on appropriate channels of redress for any concerns or complaints they may have.
- Create and maintain an online anonymous complaint form accessible to all TPS members.
- Receive anti-oppression, disclosure, workplace conflict management, and any other training deemed relevant to the fullest extent possible, preferably at the start of their term.
- Strive to maintain an equitable relationship between the Tribune and all external stakeholders in line with the Tribune's values.

## **VII. REPORTING RESOURCES AND APPEALS TO ACTIONS**

The following are sexual violence disclosure, reporting, and/or support resources available to employees of the Tribune:

### Disclosure and reporting:

- External and/or Internal Community Representative, and/or Editor-in-Chief
- [Google form](#) accessible to all TPS members through the Tribune's website.

### Support and education:

- Office for Sexual Violence Response, Support, and Education (OSVRSE)
- Sexual Assault Centre of the McGill Students' Society (SACOMSS)
- Montreal Sexual Assault Centre
- Crime Victim Assistance Centre (CAVAC)

### Complaints and Feedback

In the instance that an Employee is dissatisfied with actions taken by the Community Representatives and/or Editor-in-Chief and/or Board of Directors, they may voice their concern or feedback to:

- The Internal Community Representative, the Editor-in-Chief, and/or the confidential [complaint form](#);
- Bi-Annual Feedback Sessions hosted by the Board of Directors
- Annual General Meeting at the end of Winter Semester each year

## **VIII. MISCONDUCT AND NON-CONFORMANCE**

It is a condition of appointment and/or employment that all Employees must understand and adhere to the individual conduct outlined in this Policy.

The Tribune is committed to ensuring that every incident is investigated and any Employee desiring to do so will be given the opportunity to explain the situation from their point of view.

Non-observance of this Policy shall be construed as misconduct that could warrant disciplinary action including dismissal in deserving cases. The decision in this regard will lie with the Community Representatives and/or Editor-in-Chief, and shall be binding on the Employees, as detailed in the Complaint Investigation Policy.

For the purposes of reporting and investigating complaints, the investigation policy highlighted in this document will be applied by the Community Representatives and/or the Editor-in-Chief. Depending on the severity of the complaint, The TPS Board of Directors will be informed/involved of non-confidential aspects of the complaint, under the discretion of the Community Representatives.

#### Reporting/investigating resources and appeals to actions:

Any TPS member may launch a complaint via;

- Direct communication with either the Community Representatives or Editor-in-Chief through email or an [anonymous Google form](#).
  - If the respondent wishes, responses to the [Google form](#) are only accessible to the Community Representatives.

The Community Representatives will honour the confidentiality of the individual launching the complaint throughout the entire procedure unless the individual wishes to come forward publicly.

- The Internal Community Representative will stand in the place of complainants who are internal members of the *Tribune*.
- The External Community Representative will stand in the place of complainants who are external stakeholders of Tribune, including Contributors and any member of the TPS. In cases where a complaint must be brought to the Board of Directors, it will first be brought to the Chair, who will decide whether to share it with the rest of the board.
  - If the individual against whom the complaint is launched is endangering employees or the environment, the issue will be brought to the Board of Directors for further investigation, while still respecting the complainant's privacy.
  - In cases where escalated intervention is not needed, the Board of Directors will only be notified of the general terms of the complaint without disclosure of specific details or persons involved.

The complainant will be able to recommend a course of action to the Board of Directors:

- This may be done through the [Google form](#) or email
  - Using the [Google form](#) will ensure full anonymity

As part of the investigation process, the Tribune shall also consult with and hear the perspective of the party against whom the complaint is launched. Pending the consent of the complainant, the nature of the complaint may be revealed to the party against whom the complaint was launched.

A course of action will be established through collaboration and communication between the Board of Directors and the individual who launched the complaint. (Note: For entirely anonymous complaints, the scope of the course of action may be more limited.)

- The Board of Directors will have the ultimate say in the action taken.
  - This must be made clear within the [Google form](#) and throughout the investigation process.



- All final decisions surrounding actions taken will be communicated clearly by the Board of Directors to the individual who launched the complaint and the individual against whom the complaint was launched.

### Complaint categories and consequences

Complaints are triaged into two levels with different actions taken accordingly. The list of infractions below is not exhaustive. The Board of Directors reserves the right to decide in which category a given action belongs and modify the list of infractions-as necessary.

#### Category One: Warning or Disclosure

- Actions falling under Category One include, but are not limited to:
  - An employee not fulfilling their contract requirements;
  - An employee failing to respond to messages;
  - An employee using the Tribune's property and resources inappropriately;
    - Using official Tribune emails or website for personal use, saving personal documents on the Tribune Drive, using the Tribune's social media accounts for personal gain, etc.
  - Purposefully breaking journalistic integrity;
  - Unprofessional and/or hostile behaviour or discourse towards internal or external stakeholders of the TPS that creates an unsupportive and/or discouraging environment;
  - Drinking or using drugs (other harmful substances) in the Tribune's office space or Tribune events; and
  - Unintentional violation of the Tribune's values that causes harm to fellow TPS members
- Possible solutions to Category One complaints include:
  - Initial discussion with either or both parties;
  - Mediation between both parties;
  - Mandating an apology, oral or written; and
  - Recommended training.
- Investigations within Category One will be dealt with within six weeks.

#### Category 2: Grounds for dismissal

- Complaints which fall under Category Two include:
  - Endangering the Tribune's work environment by committing any criminal offences under Montreal, Quebec, and Canadian law (eg. theft, carrying a weapon, etc.)
  - Endangering employees by engaging in discrimination or harassment, including, but not limited to;
    - Making changes to the Tribune website with malicious intent;
    - Using Tribune email accounts with malicious intent;
    - Purposefully abusing power and editorial privileges;
    - Purposefully not hiring or publishing works by BIPOC, women, 2SLGBTQIA+ individuals, disabled people, or other marginalized groups;
    - Harassing fellow employees, Contributors, or external TPS stakeholders;

- Exhibiting racist, homophobic, transphobic, ableist, sexist, or other discriminatory language in person or online or on personal social media with hateful or otherwise discriminatory intent;
  - Sending unsolicited images;
  - Coercion;
  - Cyberviolence;
  - Sexual harassment; and
  - Physical or sexual assault.
- Possible solutions to Category Two complaints include:
    - Dismissal; or
    - Alternative disciplinary actions specified by the Board of Directors.
      - The Board of Directors recognizes that all problems that arise are unique and, thus, alternative solutions will be decided after consultation with all parties involved.

*Note: This policy acknowledges that intent can be different from impact, and will aim to recognize the impact of unintentional harm.*

\*Consultation with the complainant will be ongoing throughout the investigation procedure.

- Within one week of the complaint submission, the Board of Directors will convene and launch an investigation which will result in either:
  - A dismissal; or
  - A resolution within six weeks.

## **IX. REMOVAL PROCEDURES**

Removal of staff and editors from the Tribune must abide by the provisions outlined in other relevant documentation, namely the Staff Writer Policy and Tribune Publication Society Bylaws, Book 1.

Removal/dismissal of a TPS Director, Editor, Business executive, Staff or Contributor as a result of misconduct or non-conformance with the Policy can be done following these guidelines. All dismissals following an instance of misconduct or non-conformance with the Policy are immediate and shall supersede the two weeks of notice required by the contractual agreement between the Employee in question and the Tribune Publication Society.

## **X. EXCEPTIONS**

Any exceptions to the norms laid down in this Policy may be made at the discretion of the Editor-in-Chief, Community Representatives, or any appropriate authority delegated by them.

## **XI. CONTACT**

All Employees are welcome to direct their queries on this policy to the Editor-in-Chief ([editor@thetribune.ca](mailto:editor@thetribune.ca)) and/or Community Representatives ([community@thetribune.ca](mailto:community@thetribune.ca), [communityexternal@thetribune.ca](mailto:communityexternal@thetribune.ca))

## **XII. AMENDMENTS**

The Tribune reserves the rights to modify this Policy in whole or in part at any time. The Board of Directors will vote on any proposed changes and notify Employees of such changes as they are made to the Policy. Upon making any changes, this document will be updated and re-uploaded on the website immediately thereafter.