



December 2020

CFWF Code of Conduct

About the CFWF

The Canadian Farm Writers' Federation (CFWF) is a national, multicultural, nonpartisan, not-for-profit professional association whose members are agricultural journalist and communicator associations. The CFWF is governed by a constitution and supporting rules.

One of the CFWF's objectives is to create opportunities for agricultural journalists and communicators across the country to network, make professional and personal contacts and forge relationships. To this end the CFWF convenes an annual gathering (separate from an annual business meeting) which is hosted by a member group or association, as well as farm tours, meetings and other events. These initiatives, and the online conversations surrounding them and other CFWF interests, are a perfect platform for building positive relationships across provinces, cultures and sectors.

Summary

This CFWF Code of Conduct sets out the standards of personal and professional behaviour expected from those who take part in CFWF events and online communications, and the sanctions that may be applied if those standards are not respected. The overall aim is to ensure a collegial, respectful and harassment-free experience for everyone, and professional and culturally aware behaviour at all times.

CFWF Events and Online Communication

The CFWF hosts gatherings, meeting, press trips, farm and agri-food tours, workshops, social events and other activities ("CFWF events"). It also works with third-party hosts, sponsors and other partners to develop CFWF-endorsed events. It sends out news and information to mailing lists, it publishes blogs and engages in and encourages online communication in relation to CFWF events, CFWF-endorsed events and matters of interest to CFWF members.

Whatever the activity or communication channel, the CFWF does not discriminate against individuals based on nationality, gender, gender identity, age, sexual orientation, disability, physical appearance, race, ethnicity, religion, nor personal beliefs in agricultural practices.

The CFWF will not tolerate discriminatory behaviour or harassment of others, either in-person or in any form of broadcast or publication, including, but not limited to podcasts, online videos, social media, electronic publications, online or printed comments, online forums, print, television and/or radio ("media") by anyone taking part in CFWF events or CFWF-endorsed events. Taking part means attending events as a delegate or a guest of delegate, organizing, hosting, sponsoring, speaking, exhibiting or volunteering at events.

Discrimination includes making offensive remarks about or otherwise treating a person less favourably than someone else based on their nationality, gender, gender identity, age, sexual orientation, disability, physical appearance, race, ethnicity or religion. It also includes personal beliefs in agricultural practices.

Harassment includes the use of abusive, degrading or offensive language, intimidation (including online bullying and stalking), inappropriate physical contact, photography or recording and unwelcome sexual advances or innuendo.

Everyone taking part in CFWF events and CFWF-endorsed events must always act in a responsible, non-disruptive and professional manner in all forms of broadcast, publication and media .

CFWF members must not defame or knowingly make misleading statements about fellow agricultural journalists and communicators, story sources or their businesses or agricultural practices that are made available during CFWF-sponsored or sanctioned events.

Columnists and commentators should be free to express their views, even when those views conflict with those of the federation's, if the content meets generally accepted journalistic standards for fairness and accuracy and are free from malicious intent.

The CFWF relies on the generosity of a wide range of hosts and commercial partners. It respects the time and energy given by its volunteers. All those taking part in CFWF events and CFWF-endorsed events must always be respectful of hosts, organizers, volunteers, representatives of sponsors and organizational partners in all forms of media.

Copyright and misleading statements

CFWF members, and individual members of CFWF groups and associations, must not copy the work of fellow agricultural journalists and communicators without authorization.

CFWF members, and individual members of CFWF groups and associations, must not defame or knowingly make misleading statements about fellow agricultural journalists and communicators.

Complaints

Alleged breaches of this Code of Conduct may be reported in person to the on-site organizing team at a CFWF event or a CFWF-endorsed event. Alternatively, they may be reported to the named CFWF Code of Conduct liaison officers identified on the CFWF website via e-mail (report@cfwf.ca) or through an anonymous submission form on the Code of Conduct page of the CFWF website. The three CFWF Code of Conduct liaison officers will be elected annually by the CFWF executive.

If an anonymous complaint is made, the CFWF Code of Conduct liaison officers will respond as soon as possible to the complainant and ensure their safety before consulting with them about how they wish the complaint to be dealt with. If the complainant requests continued anonymity, the Code of Conduct liaison officers will explain the impact of that request on any investigation into the complaint.

Subject to *Follow-up actions* section below, complaints will remain confidential. The on-site organizers and/or Code of Conduct liaison officers will evaluate the complaint with a priority focus on the safety of the complainant and fairness for both parties. It will be for those investigating the complaint to decide how to proceed and any follow-up actions, considering the circumstances of the case. If an on-site

organizer is implicated in the complaint, they must not handle the investigation. The person who is the subject of the complaint will be notified as soon as reasonably possible and will be informed about the investigation process. They will have an opportunity to respond to the complaint.

The outcome of the investigation will determine the follow-up actions. If the on-site organizers or the CFWF Code of Conduct liaison officers consider that the complaint is serious enough to warrant a ban from future CFWF events and CFWF-endorsed events they must notify the CFW Executive in writing as soon as possible following their investigation, setting out the reason for their recommendation.

Follow-up actions

If a complaint is upheld, actions may include:

- a verbal warning;
- a letter of reprimand to the person against whom the complaint is upheld and a letter to the president of his or her guild or association;
- immediate expulsion from the event without refund;
- a ban from taking part in future CFWF events;
- any other action considered appropriate by those investigating the complaint.

No ban from taking part in future CFWF events or CFWF-endorsed events will be imposed without approval by the CFWF Executive Committee.

Call to action

All those taking part in CFWF events, CFWF-endorsed events, in person or online, should actively discourage harassment or inappropriate conduct if such actions are observed at the time or following the event and should promptly report any concerns counter to the code outlined above. Together, we can ensure that the CFWF network and CFWF events are welcoming, productive and safe for all.