



Code of Conduct - WIA Canada

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1. Definitions:

- Women Immigrants in Aerospace (WIWA)
- Women in Aerospace (WIA)
- Immigrants Working Centre (IWC)
- McMaster Manufacturing Research Institute (MMRI)
- The Strong Link (TSL)
- Skills Development Fund (SDF)
- Program or Project Partners: The partners include WIA, IWC, MMRI, TSL as listed above; organizations collaborating with the Recipient on the Project, and may be organizations who are part of a Consortium, or playing other supporting roles such as providing research, training, work placements, providing other services to support the goals and objectives of the Project, or providing financial or in-kind resources. The partner(s) may have access to results or information within the project and any Intellectual Property arising from the project, in compliance with the WIA Canada Intellectual Property policy and/or the research contract.
- Intellectual Property (IP): IP: Any form of knowledge or expression created by one's intellect that can be legally protected.

2. Purpose of the code of conduct

The code of conduct shall be followed by all Program Partners and participants. The purpose of this code of conduct shall protect and outline rights and responsibilities of all involved parties throughout the duration of the WIWA Program 2023- April 2024.

3. Mission Statement

Women In Aerospace Canada along with UTIMUS, IWC, MMRI and TSL, will deliver a comprehensive suite of skills development and support to prepare unemployed Afghanistan & Ukrainian refugee women or non-binary individuals who are unskilled to work in aerospace manufacturing sectors in Ontario. The project design is responsive to the additional & unique barriers faced by those who identify as women and non-binary newcomers, current workforce gaps, and the skillsets required by local employers for the target occupations. Components will include: UTIMUS will provide support to the Welcoming Immigrant Women to Aerospace Project. UTIMUS will be responsible for recruiting and identifying participants, and will work closely with the teams from WIA and IWC to enable participant selection in-line with eligibility criteria. Participants will be assigned a UTIMUS project advisor and will receive individual support, mentorship and additional language support throughout the project. At the conclusion of the training portion, UTIMUS will work closely with WIA and IWC to support the participants as they conduct their job search and ultimately find employment. Through MMRI, participants will receive six technical training courses over a six week period, in asynchronous and live learning sessions. Participants will connect with a program advisor and receive 1 to 1 support when making course choices. Through TSL this project will also include a comprehensive, vocational development program consisting of industry-led instruction, increasing understanding of methodologies for both industries. Included will be a gap analysis evaluating participant readiness with high demand skills sought by aerospace employers.

4. Duties and Responsibilities of Program Partners

Unless stated otherwise, Program Partners (WIA, IWC, UTIMUS, TSL, MMRI) have obligations to WIWA participants in these areas: (a) recruitment and orientation; (b) training; (c) job support and placement; and (d) equity.

a. Each Program Partner is responsible for delivering the program effectively and in a conscientious manner. Without limiting the generality of this requirement, program partners:

- will follow policies regarding the program, and will inform participants of work to be done and methods of evaluation;
- will make themselves accessible to participants for consultation, for instance, via email or online;
- will adhere to the published time-table in all but exceptional circumstances, and will take reasonable and appropriate steps to inform participants of any necessary cancellation and rescheduling; and
- will be conscientious in evaluating in a timely fashion.



b. Each Program Partner is responsible for conducting themselves in a professional and ethical manner towards others and participants. Without limiting the generality of the foregoing, Program Partners:

- will not discriminate against any member of the program (WIWA) prohibited by Ontario Human Rights Code;
- will observe appropriate principles of confidentiality, particularly regarding participants;
- will, in their published work, whenever it is appropriate, indicate publicly the assistance of participants;
- will disclose conflicts of interest or other circumstances which may reasonably introduce or appear to introduce bias into any decision to which they may be a party; and
- will observe all of the published rules and policies of the program.

c. Job Support and Placement

- WIWA and Project Partners will support the participants as they conduct their job search and ultimately find employment

d. Equity

- WIWA will deliver a comprehensive suite of skills development and support to prepare unemployed Afghanistan & Ukrainian immigrant women or non-binary individuals who are unskilled to work in aerospace manufacturing sectors in Ontario.

5. Duties and Responsibilities of Participants

All participants are responsible for:

- obeying all the laws of the land and being acquainted with the relevant policies, procedures and rules of the program (WIWA) as they apply to their specific role(s);
- treating others in a way that does not harm them physically and/or threaten or intimidate them emotionally or mentally;
- supporting the ethical environment throughout the program through civility, honesty, respect and through valuing the inherent diversity of our community;
- consuming legal substances in a safe and responsible manner; and
- complying with any disciplinary measures assigned under this Code, and respecting the authority of Program Partners in the course of their duties;

6. Participant Rights

Under the Code, all participants have the right to:

- protection under the laws of the land and the Code;
- fair procedures and process under the Code;
- participate unhindered in their academic pursuits which includes the opportunity to participate in respectful dialogue that examines diverse views and ideas;
- live and work in an environment free from harassment, intimidation, discrimination or assault; and
- have their personal privacy respected by other students, to the extent possible.



7. Participant Responsibilities

All participants are responsible for:

- obeying all the laws of the land and being acquainted with the relevant policies, procedures and rules of the program (WIWA) as they apply to their specific role(s) within the program;
- treating others in a way that does not harm them physically and/or threaten or intimidate them emotionally or mentally;
- supporting the ethical environment throughout the program through civility, honesty, respect and through valuing the inherent diversity of our community;
- consuming legal substances in a safe and responsible manner; and
- complying with any disciplinary measures assigned under this Code, and respecting the authority of Program Partners in the course of their duties.

8. Harassment and Discrimination

Harassment and discrimination, including discriminatory or sexually based jokes, actions and comments are strictly prohibited throughout the WIWA program.

Participants and Program Partners alike are held to this standard. Should any indication of harassment or discrimination of any kind take place throughout the cycle of the WIWA program, it should be reported immediately and further action will take place.

9. Disciplinary Actions, Involuntary or Voluntary Withdrawal

In the event that the code of conduct is violated or an unwanted act has occurred, a participant may be asked to leave the program without any consequence to any and all Program Partners. The decision will be subject to an advisory committee already in place in agreement with the Program Partners.

10. Conflict of Interest

By participating in the WIWA program, participants confirm that neither they nor any relatives nor any business with which I am associated have any personal or business interest in or potential for personal gain from any of the organizations or projects linked to WIWA. Participants also confirm all disclosed information is correct and that no other situation of real, potential or apparent conflict of interest is known to the participant. Participants will inform all relevant Program Partners of any conflict or potential conflict of which they become aware immediately following any announcement by the Program Partners which may concern me. Participants also undertake to inform all relevant Program Partners of any change in these circumstances, including – if an issue arises – during the course of my association with all Program Partners.

11. Attendance expectations

All program participants are expected to attend all training session with MMRI and TSL. If an unexpected event or emergency occurs and the Participant is unable to attend a training session, alternate arrangements may be made on a case by case basis with the Program Partner and Participant.

12. Privacy Policy

Our Commitment to your Privacy

WIWA and its Program Partners are committed to protecting your privacy and ensuring that your visit to our website is completely secure.

If you have any questions or problems with any aspect of our privacy policy or its implementation, please contact our us directly at leigh.kras@wia-canada.org

Security of your Personal Information

To maintain the security of your information, we use the Transport Layer Security (TLS) protocol with 128-bit or higher encryption strength to transmit sensitive information. This is the same technology used in transmitting sensitive information by banks, governments, and online businesses such as Amazon.com and eBay.

Personal information will be stored in physical printed copies for seven years as required by the Government of Canada, Skills Development Fund and used only for audit purposes.

Once the information is in our system, it is accessible to authorized WIWA personnel only. We strictly enforce our privacy policies with our employees and any breach of this policy will result in termination and the pressing of criminal charges where there are grounds.

How we use your Personal Information

Your personal information will be used in order to provide you with the requested products and services. This includes the use of information for completing transactions or communicating back to you. Identification will be used solely to confirm identity and are not used for any other purpose.

We may also use personal information in a manner that does not identify you specifically nor allow you to be contacted but does identify certain criteria about our Site's users in general (such as we may inform third parties about the number of registered users).

Who we share your Personal Information with

We will NOT sell, trade or rent your name or personal information to anyone else. We DO NOT sell, trade, rent or provide outside access to our mailing list at all.

WIWA will not release your personal information to authorities unless required by law, search warrant, court order, subpoena, or fraud investigation.

Except as otherwise stated in this policy, WIWA will share your information with third parties such as the Program Partners, only to the extent necessary to provide the services and products requested by you. All such third parties are prohibited from using your personal information except to provide these services and they are required to maintain the confidentiality of your information.

Collection of your Personal Information

WIWA only saves such personal information that is necessary for you to access and use our services. This personal information includes, but is not limited to, first and last name, email address, phone number, identification credentials and registration form data. WIWA must retain such information for government and tax audit purposes. The stored data will otherwise be deleted after seven years, in accordance with government policies.

Document Preparation and Privacy of Information

The information you provide when you prepare a document on our website is held strictly confidential. For your protection provide a valid email address that will not block email from WIWA. To change your password, you must use the email address associated with your account. We do not give out passwords over the phone.

