



## **Positive Leadership Development Institute**

### **Code of Conduct**

#### **PAN/OAN Positive Leadership Development Institute - Level I Core Training**

1. Persons attending any and all PAN-sponsored programs, conferences, trainings, workshops, etc., are expected to conduct themselves in an appropriate manner, displaying respect and consideration for all other persons participating;
2. Improper and disruptive conduct during sponsored programs will not be accepted or tolerated. Improper conduct includes, but is not limited to the following:
  - a) breach of confidentiality;
  - b) misuse of confidential information;
  - c) unauthorized use of PAN materials and/or supplies;
  - d) disruptive and/or abusive language;
  - e) disruptive and/or abusive actions;
  - f) wilful neglect;
  - g) disregard for policies;
  - h) fighting;
  - i) recreational use, sharing or selling of drugs (non-prescription and marijuana) and alcohol;
  - j) misuse of funds allocated for program purposes.
3. Persons receiving funding from PAN to attend or participate in sponsored programs are expected to attend all seminars, workshops, sessions, etc., which are part of the PAN-sponsored programs. (Exceptions will apply regarding health-related and/or exceptional circumstances. It is the responsibility of the individual to inform the facilitators as to the reason for lateness or absence.)
4. Failure to comply with this code, may result in your:
  - a) being asked to cease your actions;
  - b) being asked to leave the program, conference, training, workshop, etc.;
  - c) denial of admittance and/or funding for future PAN programs; and/or
  - d) being subject to further disciplinary action.

You are expected to follow these guidelines while attending any PAN sponsored event and must sign any application to indicate you understand the Code of Conduct and Financial Guidelines.



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### **Financial Guidelines for Attendance**

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##### **1. Travel:**

- PAN will reimburse long-distance or local ground or air travel to and from Vancouver; bus transport from meeting point in Vancouver to and from training facility at Loon Lake.
- Travel bookings are the responsibility of the individual applicant and their agency and a reimbursement expense claim must be made following the training.
- If for some reason you miss the bus from downtown Vancouver to Loon Lake you will be responsible for making alternate arrangements to get to Loon Lake (with the assistance of PAN staff) and you or your sponsoring PAN member agency will be responsible for the costs associated with this. These costs will not be reimbursed.

##### **2. Accommodation:**

- PAN will book all accommodation for the training at Loon Lake. Accommodation will be based on shared occupancy. If you have an extenuating medical issue and you require a single room please indicate this on your application, as special arrangements need to be made in advance.
- If accommodation is needed pre- and post-training, for persons travelling from outside of the Lower Mainland, bookings will be made through the PAN administration office. All pre and post hotel bookings will be based on shared occupancy wherever possible. If you wish to have a single room you must make prior arrangements with the PAN admin team and payment must be made prior to check-in.

##### **3. Meals:**

- PAN will provide the following meals – dinner on day one of the training; breakfast, lunch dinner and snacks on day two; breakfast, lunch dinner and snacks on day three; breakfast and lunch on day four.
- PAN is **not** in a position to provide per diems, or provide for meals outside of the training days, as outlined above. Those costs must be borne by the PAN member organization/agency, or the individual.



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### **4. Fee:**

- The fee for each participating individual is \$150 per person. It is anticipated that the fee will be paid by the PAN member organization that is endorsing the person's attendance at the training.
- The fee is not intended to represent a barrier to PHAs from being able to attend the training, so some flexibility will be in place for cases where paying this amount would present a true hardship for the organization in question.
- All fees are due to PAN by November 1<sup>st</sup>, in order to confirm a person's attendance. Fees will be refunded in the event a person is unable to attend the training, provided notice is received by PAN by November 18<sup>th</sup>. After November 18<sup>th</sup> the fees are non-refundable.

### **5. "No Show" Policy:**

- PAN requires 72 hours notice of a person's inability to attend the training, in order to contact persons on the wait list and ensure that all training spots are filled.
- In the event that a person does not arrive at the designated meeting time and location on November 26<sup>th</sup>, or fails to provide 72 hours notice of inability to attend (i.e. by 9 A.M. on Tuesday, November 23<sup>rd</sup>), PAN will invoice their endorsing organization or agency for **100%** of their training cost including any travel charges incurred by PAN, as well as their accommodation and meal costs.
- Exceptions: unexpected medical or health emergencies, family emergencies.

### **6. Reimbursements & Claims Procedure:**

The following expenses must be paid for by the individual/agency and submitted for reimbursement:

- Travel costs (flights, ferries, bus) to and from Vancouver - receipt required
- If driving to Vancouver- Mileage @ .48 cents/km (Note: PAN will only reimburse for mileage to the cost of a flight.)
- Child Care @ \$50.00 per day - receipt required



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All expenses submitted for reimbursement must be made to PAN using a PAN Reimbursement form. All reimbursements with original receipts attached must be mailed to PAN's administrative office and post-marked by Monday December 13<sup>th</sup>. Reimbursements will not be processed until submission deadline and may take up to 4 weeks to process.

PAN/OAN staff or volunteers are not able to provide onsite cash reimbursements.

### **7. General:**

- This program operates on a limited budget, if you are able to cover your own travel, childcare, meals or other costs please let the PAN administration office know.
- In the future if you or your PAN member organization has an unpaid charge from a previous training/meeting, you will not be eligible to register for future trainings/meetings until the payment is made.
- No payments will be made in excess of the amounts approved for in advance.
- Financial assistance will not cover costs for alcohol, phone calls, in-room movies, etc.
- Should there be any extra charges incurred on a room invoice, that have not been paid for by the individuals occupying the room, PAN will bill the individuals agency for the full amount.
- All persons attending PAN sponsored programs, must abide by the financial guidelines and the Code of Conduct.