

Junior Peacemakers

IRSAM Code of Conduct Addendum 2023

Definitions

1. Director/VP of Junior Peacemakers: An individual that won the IRSAM election for the role of VP of Junior Peacemakers. This individual will;
 - a. Oversee both the operations and logistics of the program,
 - b. Serve as the liaison between the IRSAM Board of Directors and the Junior Peacemakers Coordinator team.
2. Junior Peacemaker Coordinator: An individual that has been hired by the Director/VP of Junior Peacemakers to assist in the management of the logistics and operations of the program.
3. Junior Peacemaker Volunteer: An individual who has signed up to run the program sessions within the schools Junior Peacemaker works with.

Coordinator Hiring Procedures

Director and VP of Junior Peacemakers

1. The Director/VP of Junior Peacemakers is hired through the IRSAM election process that takes place at the end of the winter semester.
 - a. The election is open to all IRSAM, but past experience on the JRP Executive Board is strongly recommended.
 - b. One person can hold the director position for a maximum of 2 consecutive terms.

Junior Peacemaker Coordinator Team

1. The Junior Peacemakers Coordinator team is hired through an interview process conducted by the outgoing Director/VP of Junior Peacemakers and the incoming Director/VP of Junior Peacemakers.
 - a. The Junior Peacemakers coordinator positions are subject to change at the discretion of the Director/VP of Junior Peacemakers and any changes regarding the positions must receive $\frac{2}{3}$ IRSAM BOD approval in order to be implemented.
 - b. The applications for all coordinator positions are to be posted on both the IRSAM social media accounts and the Junior Peacemakers social media accounts.
 - c. The application process will consist of a written application and an interview.
 - i. The written application will serve as a screening process prior to scheduling interviews.
 - ii. The interviews will serve as the main form of deliberation for the hiring process.
 - d. All Interviews for the coordinator team will be conducted by three interviewers. These interviewers can include either the outgoing Director/VP of Junior Peacemakers, the incoming Director/VP of Junior Peacemakers and an IRSAM board member or the incoming Director/VP of Junior Peacemakers and two IRSAM board members.
 - e. Each position will have a standard rubric that will be used to score each candidate. These rubrics must receive $\frac{2}{3}$ IRSAM BOD approval prior to their use.
 - i. Any candidate may request their rubric score following the announcement of the hiring decision.

- ii. Should a candidate feel that they were unfairly scored or the interviewers were in breach of any hiring processes, the candidate is able to make a formal complaint to the IRSAM HR Officer. Following this complaint, the HR officer will investigate the complaint, review the candidates interview rubrics and come to a decision on the matter.
- f. All Junior Peacemakers Coordinators must attend a coordinator equity training ran by the Director/VP of Junior Peacemakers at the beginning of the fall semester.
 - i. This equity training is to be based on the 2020 slides and content provided by the Equity, Diversity and Inclusion division of the SKILLSETS department of McGill University.
 - ii. The equity training materials are to be updated every four years by the Director/VP of Junior Peacemakers to ensure that the topics covered are relevant and up to date.

Volunteer Hiring Procedures

1. Junior Peacemakers Volunteers are hired through a sign-up form that is released at the beginning of each semester.
2. Junior Peacemaker volunteer positions are open to all McGill undergraduate students, and no prior experience with Junior Peacemakers is necessary.
3. There is no interview or elimination process for the hiring of Junior Peacemakers Volunteers, and any student who meets the requirements to volunteer is able to.
4. Junior Peacemakers Volunteers are required to attend the volunteer training session at the time they choose upon signing up to be a volunteer.

Conduct as a Coordinator

1. Each Junior Peacemakers coordinator is required to be an IRSAM member. This entails completing the IRSAM membership form on the IRSAM website.
 - a. Coordinators are required to register for membership and the fee must be paid in full within 2 weeks of signing the coordinator contract.
2. Each Junior Peacemakers coordinator is required to adhere to the IRSAM Code of Conduct.
 - a. Should a member be found in serious violation of any terms under the IRSAM Code of Conduct, they are subject to immediate removal from the Junior Peacemaker coordinator team at the discretion of the IRSAM HR Officer following a formal complaint and investigation.
3. All Junior Peacemakers coordinators are expected to have been a volunteer with Junior Peacemakers for at least one semester. Therefore, a new coordinator who **has not previously volunteered is required to volunteer during at least one semester of the year.**
4. When performing their roles, Junior Peacemakers coordinators are expected to promote and stand by the Junior Peacemakers values and mission:

Our mission is to nurture values of global citizenship and foster youth activism.

“We operate under the mandate to nurture values of global citizenship and foster youth activism through youth-centric peace education with the goal of inspiring elementary and middle school students to make a difference in their community”

5. At all times, Junior Peacemakers coordinators are expected to behave respectfully towards all members of the team, all Junior Peacemaker volunteers, and any IRSAM members they are required to work with, even in a situation of conflict.
 - a. The Director/VP of Junior Peacemakers can be called upon in a case in which conflict cannot be resolved.
6. Junior Peacemaker Coordinators will also attend an Equity Training Workshop to ensure these values are present in all aspects of our team.
7. All Junior Peacemakers coordinators are expected to assist, in a timely manner, the other members of the team in tasks that require everyone's cooperation.
8. Within the context of their roles, Junior Peacemakers are expected to practice the values that we preach, particularly regarding equity and sustainability.

Conduct as a Volunteer

1. Junior Peacemakers Volunteers are not required to be IRSAM members.
2. Each Junior Peacemakers Volunteer is required to adhere to the IRSAM Code of Conduct.
 - a. Should a member be found in violation of any terms under the IRSAM Code of Conduct, they are subject to immediate removal from the Junior Peacemaker Volunteer team at the discretion of the IRSAM HR Officer following a formal complaint and investigation.
3. At all times, Junior Peacemakers Volunteers are expected to behave respectfully towards all members of the team, all Junior Peacemaker volunteers, and any IRSAM members they are required to work with, even in a situation of conflict.
 - a. The Director/VP of Junior Peacemakers can be called upon in a case in which conflict cannot be resolved.
4. When performing their roles, Junior Peacemakers Volunteers are expected to promote and stand by the Junior Peacemakers values and mission:

Our mission is to nurture values of global citizenship and foster youth activism.

“We operate under the mandate to nurture values of global citizenship and foster youth activism through youth-centric peace education with the goal of inspiring elementary and middle school students to make a difference in their community”

5. Junior Peacemaker Volunteers are required to attend the volunteer training session at the time they choose upon signing up to be a volunteer.
6. Junior Peacemaker volunteers are required to join the volunteer Facebook page and be an active member in all volunteer group chats they are added to.
7. Junior Peacemaker volunteers are required to attend all six of the sessions they have signed up for.
 - a. Should a volunteer be unable to attend a session they must provide a minimum of 48 hours notice to their volunteer coordinator so a substitute can be arranged.
8. Junior Peacemakers must be prepared and motivated for their sessions. This includes but is not limited to:
 - a. Ensuring all scripts and powerpoints are read prior to the start of the session,
 - b. All content and sections are divided amongst the volunteers to present,

- c. The volunteer presented the powerpoint is decided prior to the start of the session.

Coordinator Code of Conduct Violations and Firing Procedures

1. Should a Junior Peacemaker coordinator be found in violation of the IRSAM Code of Conduct or the Junior Peacemakers code of conduct they will be subject to the following disciplinary actions:
 - a. Minor disciplinary discretion
 - i. The coordinator will attend a meeting with the Director/VP of Junior Peacemakers to discuss the issue and work towards a resolution.
 - b. Major disciplinary discretion
 - i. The Director/VP of Junior Peacemakers will make a formal complaint to the IRSAM HR Officer regarding the violation of the CoC. Following this complaint, an investigation will be conducted by the HR Officer.
 - ii. Depending on the results of the investigation of the HR Officers' investigation, the coordinator may be subject to immediate removal from the coordinator team.
 - c. All major disciplinary violations and firing must be done through the IRSAM HR Officer.
 - d. All major disciplinary violations and firing is to be kept confidential and not discussed outside of the privy parties.
2. The Director/VP of Junior Peacemakers and the IRSAM HR Officer decide the severity of the violation through the consideration of various factors, which include but are not limited to
 - a. Any previous violations of the IRSAM or Junior Peacemakers Code of Conduct,
 - b. The severity of the breach of the IRSAM Code of Conduct,
 - c. The severity of the breach of the Junior Peacemakers Code of Conduct,
 - d. The consequences of their actions on the Junior Peacemakers portfolio and program operations,
 - e. Any other factors found to be relevant at the discretion of the The Director/VP of Junior Peacemakers or the IRSAM HR Officer .

Volunteer Code of Conduct Violations and Firing Procedures

3. Should a Junior Peacemaker volunteer be found in violation of the IRSAM Code of Conduct or the Junior Peacemakers code of conduct they will be subject to the following disciplinary actions:
 - a. Minor disciplinary discretion
 - i. The volunteer will attend a meeting with the Director/VP of Junior Peacemakers to discuss the issue and work towards a resolution.
 - b. Major disciplinary discretion
 - i. The Director/VP of Junior Peacemakers will make a formal complaint to the IRSAM HR Officer regarding the violation of the CoC. Following this complaint, an investigation will be conducted by the HR Officer.
 - ii. Depending on the results of the investigation of the HR Officers' investigation, the coordinator may be subject to immediate removal from the volunteer team.
 - c. All major disciplinary violations and firing must be done through the IRSAM HR Officer.
 - d. All major disciplinary violations and firing is to be kept confidential and not discussed outside

of the privy parties.

4. The Director/VP of Junior Peacemakers and the IRSAM HR Officer decide the severity of the violation through the consideration of various factors, which include but are not limited to
 - a. Any previous violations of the IRSAM or Junior Peacemakers Code of Conduct,
 - b. The severity of the breach of the IRSAM Code of Conduct,
 - c. The severity of the breach of the Junior Peacemakers Code of Conduct,
 - d. The consequences of their actions on the Junior Peacemakers portfolio and program operations,
 - e. Any other factors found to be relevant at the discretion of the The Director/VP of Junior Peacemakers or the IRSAM HR Officer.