

Helping PLHIV realize their individual leadership potential

Code of Conduct
PAN/OAN/COCQ-SIDA Positive Leadership Development Institute -
Communication Skills Training: February 1 – 3, 2019

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 by submitting an application you are agreeing that you have read, understood and agree to the Code of Conduct and Financial Guidelines.

Financial Guidelines for Attendance
PAN/OAN/COCQ-SIDA Positive Leadership Development Institute
Communication Skills Training: February 1 – 3, 2019

1. Travel:

- PAN will reimburse long-distance direct or local ground or travel to and from Richmond for people traveling from outside of the Lower Mainland (not including Mission, Abbotsford and Chilliwack); For participants traveling from within the Lower Mainland TransLink expenses will be reimbursed to the training facility in Richmond for those without a monthly transit pass (receipts will be required).
- **Once accepted** the PLDI manager, Jaydee Cossar, will invite you to book your flight with Vision Travel, PAN's preferred travel agent. The flight bookings and arrangements are the responsibility of the individual applicant, however if you need assistance prior to booking or more information, the PAN Administration team would be glad to help. The cost of the flight will be billed directly to the Pacific AIDS Network. Please book your travel before **Monday, January 14th, @ 4:00pm** at the latest. Failure to book before this date will result in a forfeiture of your seat at the training. The Pacific AIDS Network does not pay for or reimburse for advance seat selection fees. Baggage fees, if required, will be reimbursed following the training, using a travel expense claim form, please to carry on your baggage where possible and follow the guidelines of the airline you are booked with. This is if you are physically able to do so.
- For people traveling from outside of Vancouver and flying to the Vancouver International Airport (YVR) main terminal or south terminal, Vancouver Airport Marriott Hotel offers a free shuttle to the front door of the hotel, and the hotel back to YVR. **Taxi costs between these two points and back, must be approved. Taxi prior to reaching your home airport, bus station, any point of departure and arrival will not be eligible for reimbursement**

unless approved prior to travel by PAN. (Please speak to the PLDI Manager should a taxi be required)

- If you have concerns about travelling to the training, reaching Vancouver before, during and after, please consult with Jaydee Cossar, PLDI Manager.

2. Accommodation:

- PAN will book all accommodation for the PLDI Communication Skills Training in February for all participants. Accommodation will be based on shared occupancy. If you wish to have a single room a charge of \$75.00 per night will be levied and an invoice will be sent to you following the training. Please note that failure to pay the invoice will result in your exclusion from future PAN sponsored events, including future Leadership training opportunities.
- 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. A single room charge may apply.
- If accommodation is needed before and after the training starts or end, for persons travelling from outside of Vancouver area, contact the PLDI Manager. Pre-training bookings might be required when flights are limited, or flight arrival times are such that a participant would not arrive in time for the training registration between 4:00pm – 5:00pm February 1st. Pre-training hotel bookings will be made through the PAN administration office, and may not be at the same venue, this will be depending on room availability and price. 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.
- Hotel bookings are made at the time of the participant's acceptance to the training, we ask that at least 5 business days' notice, **January 25th 12:00pm** be provided, for all changes or cancellations. Any cost differences due to

changes cancellation after this cut-off date of January 25th 12:00pm will be the responsibility of the participant.

3. Meals:

- PAN will provide the following meals – **Day One February 1st: dinner. Day two February 2nd: breakfast, lunch, dinner and snacks. Day Three February 3rd; breakfast, lunch, and snacks.**
- 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 participant.

4. “No Show” Policy:

- PAN requires 5 business days’ notice i.e. **Friday January 25, @ 12:00pm** of a person’s inability to attend the training. This is very important as we would very much like to contact persons on the wait list to ensure all training seats are filled.
- Documented Exceptions: unexpected medical or health emergencies, family emergencies.

5. Reimbursements & Claims Procedure:

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

- Travel costs will be allowed up to a maximum of **\$400.00** this is for travel to the Vancouver Airport Marriott Hotel, in Richmond, from your home or agency (Excluding flights), listed on your application. This includes Ferry, Bus, water taxi (smaller locations) etc. You must fill in a reimbursement form and submit **ALL** original receipts, which are required for audit purposes and all refunds. Boarding Passes, ticket stubs, etc. where available, are required.

- If driving to Richmond you may receive Mileage @ .48 cents/km this will be calculated from your home to the Airport Marriott (**Note:** PAN will only reimburse total mileage (there and back) to the cost of a flight, thus if more economical travel method is available to you, in your home area, you will be required to use that method: Plane, Bus, Ferry)
- Child Care @ \$50.00 per day - signed receipt required, the PLDI Manager will provide you with one, prior to the training, please indicated on your application should you need this service.

The \$400 maximum is not intended to represent a barrier for PLDI participants and the ability to attend the training, some flexibility will be in place for cases where travel expenses are expected to go over and above the \$400. Please contact Jaydee Cossar at 604-569-1998 if you expect travel cost over the maximum allowed. 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 Friday March 1st 2019. Reimbursements will not be processed until submission deadline and may take up to 4 weeks to process.

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

6. General:

- The PLDI 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 incidentals (i.e. alcohol, phone calls, in-room movies, internet, etc).
- Should there be any extra charges incurred on a room invoice (i.e. alcohol, phone calls, in-room movies, internet, fee levied for smoking in a room, etc.) that have not been paid for by the individuals occupying the room upon their check-out, 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 and by submitting an application you are agreeing to these terms.