



**Code of Conduct**  
**PAN/OAN/COCQ-SIDA Positive Leadership Development Institute –**  
**Core Leadership Training, Loon Lake BC June 13 – 16, 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  
Core Leadership Training, Loon Lake BC June 13 – 16, 2019**

**1. Travel:**

- PAN will reimburse long-distance or local ground to and from Vancouver up to a maximum of \$400. PAN will provide bus transport from the meeting point in Vancouver to and from training facility at Loon Lake Camp, Maple Ridge BC. Personal vehicles are not permitted at Loon Lake Camp.
- **Once accepted** flight bookings are the responsibility of the individual applicant and their agency. Once you are accepted for this training you will be provided with information to assist in booking your travel. Please note that any flight bookings will need to take place no later than May 21<sup>st</sup>. 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 will be reimbursed following the training using an expense claim form and your baggage fee receipt.
- For people traveling from outside Vancouver and flying to the Vancouver International Airport YVR (main terminal or the south terminal) **no taxi costs for transportation to the meeting point (We will confirm this location with you closer to the event) will be reimbursed. We ask that participants use public transit for this leg of the trip. Any taxi costs not pre-approved will not be eligible for reimbursement.**
- If for some reason you miss the bus from Vancouver to Loon Lake Camp, you will be responsible for making alternate arrangements to get to the training site (with the assistance of PAN staff) and you or your sponsoring agency will be responsible for the costs associated with this. These costs will not be reimbursed.
- If you have concerns about travelling to the training please consult with Stacy Leblanc, Director of Program Development (stacy@pacificaidnetwork.org)

**2. Accommodation:**

- PAN will book all accommodation for the training at Loon Lake Camp. 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. A single room charge may apply. If you wish to share a room with a non-drinker or someone in recovery please indicate this on your application

- 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.
- Hotel bookings are made at the time of the participant's acceptance to attend the training, and at least 5 business days' notice prior to the check-in date is required for any changes. Any cost differences due to changes after this cut-off date will be the responsibility of the participant.

### 3. Meals:

- PAN will provide the following meals – **Thursday June 13** a light lunch/snack and dinner. **Friday June 14**; breakfast, lunch, dinner and snacks. **Saturday June 15**; breakfast, lunch, dinner and snacks. **Sunday June 16**: breakfast, lunch and snacks
- Please let us know if you have any special dietary requests or restrictions so we can accommodate your needs. Participants with food allergies must list their dietary requirements on their application and we will do our best to accommodate you.
- 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.

### 4. “No Show” Policy:

- PAN requires 5 business days' notice i.e. **Wednesday June 5, @ 4:00pm** 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. We run on a limited budget and the cost of the training per person are around \$750.00 – \$900.00 for the weekend event. We need advance notice to cancel meals, hotel, travel, and/or contact others on the waiting list. **Please make sure you can commit your attendance for this professional development opportunity and avoid cancelations.**
- Exceptions: documented 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 to a maximum of \$400 (ferries, bus) to and from Vancouver – Original receipt required AND Boarding Passes, ticket stubs, etc. where available, will be required.
- If driving to Vancouver- Mileage @ .48 cents/km (Note: PAN will only reimburse for mileage to the equivalent cost of a flight.)
- Parking fees are capped. Please speak to Stacy Leblanc for pre-approval (No personal vehicles permitted at Loon Lake)
- Child Care @ \$50.00 per day - signed receipt required, and must be indicated on your application

The \$400 maximum Travel allowance is not intended to represent a barrier for PLHIVs being able to attend the training, some flexibility will be in place for cases where travel expenses are expected to go over and above the \$400. 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 July 2, 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:

- 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 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.