

COLLEGE OF RESPIRATORY THERAPISTS OF ONTARIO



Code of Conduct for Public Observers

Type: Policy

Origin Date: June 1, 2018

Section: CD

Approved By Council on: May 27, 2022

Document Number: CD-180

Next Revision Date: May 2027

1.0 POLICY STATEMENT

It is the policy of the College of Respiratory Therapists of Ontario (CRTO) that all members of the public who attend public CRTO proceedings (such as Council meetings or Discipline hearings), are expected to conduct themselves as set out in the Code of Conduct section in this policy.

2.0 PURPOSE

The purpose of this policy is to provide members of the public with the CRTO's expectations of how they must conduct themselves when attending public CRTO proceedings.

3.0 CODE OF CONDUCT

When attending public CRTO proceedings members of the public are expected to follow this Code of Conduct:

In the event of a virtual proceeding:

- Mute your microphone upon entry and for the duration of the proceeding unless spoken to by CRTO staff or the Chair of the proceeding;
- Turn off your camera when instructed by CRTO staff or the Chair of the proceeding;
- If you arrive after the proceeding has started, the host will admit you into the proceeding at an appropriate time; please enter without any disruption;
- Recording of the proceeding is strictly prohibited;
- Refrain from behaviour which disrupts¹ proceedings;
- Refrain from using applications on the device on which you are attending the proceeding, and refrain from using any other electronic devices, by turning them off, putting them in silent mode, or putting them away (e.g., cell phone);
- Dress in formal attire; and

¹ Disruptions may include and are not limited to speaking when not spoken to, gesturing, loud noises, engaging in conversation or dialogue that is not conducive to the proceeding, and any perceivable distractions within view of video camera.



- Attend the proceeding from a non-disruptive environment.

In the event of an in-person proceeding:

- Refrain from using scented products, such as hairspray, perfume, and deodorants which may cause adverse reactions such as respiratory distress and headaches;
- If you arrive after a proceeding has started, please wait until there is a break in the proceeding prior to entering the room. Please enter quietly and, if possible, take the nearest seat by the door, in order to avoid disrupting the proceedings or causing participants to lose focus. Similarly, we ask that you only leave the room during a break in the proceedings;
- Refrain from using electronic devices and turn off, silence, or put them away (e.g., cell phone, pager, laptop);
- No food or outside beverages are permitted in the proceeding room;
- At a Discipline Hearing, when the Discipline Panel enters (or exits) the hearing room, everyone in the room must rise and remain standing until you are invited to be seated;
- At a Discipline Hearing, under no circumstances should you approach the Discipline Panel or attempt to speak with a member of the Discipline Panel, before the proceeding, during a break or after the proceeding; and
- Refrain from behaviour which disrupts proceedings.

4.0 AUTHORITY & CONSEQUENCES FOR NON-COMPLIANCE

If the CRTO is of the opinion that the conduct of an observer fails to comply with this policy, the person will be removed upon the direction of the Chair of the proceeding.

5.0 DEFINITIONS

Proceedings – also referred to as meetings or hearings; any event where a member of the public is permitted to attend as an observer.

6.0 CONTACT INFORMATION

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