

<b>STATEMENT of POLICY and PROCEDURE</b>			
Section	3.0 Operational	Original Effective Date	Sept. 25, 2006
Sub-Section	3.2 Human Resources	Date of Last Amendment	June 27, 2016
Subject	3.2.4 Staff Conduct		
Topics	Code of Ethics and Conduct		
	Conflict of Interest		
	Confidentiality		
Attachments	Appendix A: Staff Code of Ethics and Conduct		
Reference			

### **Purpose**

The conduct policy directs staff to ensure behaviour is ethical, conflict of interest is avoided and confidentiality is respected. The policy is intended to encourage the use of good judgment by all ESCC employees.

### **Policy**

ESCC's ability to establish and maintain a tradition of integrity and credibility with the public and within the organization requires that staff adhere to this policy.

#### **Code of Ethics and Conduct**

All ESCC paid staff shall sign, recognize and follow the Staff Code of Ethics and Conduct as set out in Appendix A.

#### **Conflict of Interest**

Notwithstanding current legislation and this policy, the interests of the organization supersede those of staff.

Beginning with the interview process, and continuing throughout the employment period, any conflicts of interest shall be disclosed. "Conflict of interest" means a situation where an individual or a close relative of the individual has a personal stake in a particular decision or direction being taken by the organization and has some degree of influence over that decision or direction.

#### **Confidentiality**

In the course of work, employees may have access to confidential information. It is the employee's responsibility that this information is in no way revealed or divulged except to those within the ESCC who require access to the information.

No information regarding staff members, volunteers or groups with whom the ESCC is working is to be disclosed to anyone outside the ESCC without prior written approval from the employee's supervisor or the individual or group member in question.

Any proven contravention of confidentiality will result in disciplinary action and/or immediate termination.

### **Responsibilities**

The ESCC Board of Directors is responsible for overseeing the conduct of the Executive Director. The Executive Director is responsible for overseeing the conduct of the staff. The employee has the responsibility to understand and sign the Code of Ethics and Conduct Declaration.

### **Procedures**

Upon hire an employee of ESCC must sign and agree to adhere to the Staff Code of Ethics and Conduct.

## **Staff Code of Ethics and Conduct**

The following standards are designed to facilitate the ESCC's tradition of integrity and credibility with the public and within the organization. It is important that all employees understand and apply these standards in relation to their distinct responsibilities. In the context of this code, "conflict of interest" means a situation where a staff member or a close relative of a staff member has a personal stake in a particular decision or direction being taken by the organization and has some degree of influence over that decision or direction.

This Code applies to all employees. The Code is organized into five categories, namely: Personal Codes, Service, Conflict of Interest, Confidentiality, Accountability.

### **Personal Codes:**

- Comply with both the letter and the spirit of applicable federal, provincial, regional and local laws and regulations.
- When authorized, communicate ESCC internal and external decisions and positions in a truthful and accurate manner.
- Promote the ESCC, its services and its personnel (Volunteers and Staff), through actions and statements.

### **Service:**

- Act always with fairness, honesty, integrity and openness; respect the opinions of others and treat all with equality and dignity without regard to gender, race, religion, creed, sexual orientation, national origin, age, physical and mental ability, marital status, or political opinion.
- Promote the vision, mission and objectives of the ESCC in all dealings.
- Provide a positive and valued experience for those receiving service within and from outside the ESCC.

### **Conflict of Interest:**

- Manage all matters solely for the benefit of the ESCC; disclose all potential conflicts of interest; neither solicit nor accept personal financial favours or gifts; do not be influenced in business dealings by either friendships or other personal associations.
- In the performance of duties, refrain from exploiting any relationship which would provide any personal or financial gains, and refuse to condone any such behaviour.

### **Confidentiality:**

- Respect the confidentiality of information gained as an employee including, but not limited to, all computer software and files, association business documents and printouts; and all employee, volunteer, membership, donor and supporter records.

**Accountability:**

- Take individual responsibility for actions and decisions and ensure that all reporting lines are followed to facilitate the effective resolution of problems.
- Adhere to and promote the policies and procedures of the ESCC.
- Challenge the ESCC to achieve service excellence and support the decisions and directions of the Board and its delegated authority.

The Codes set out above are fundamental to the activity and reputation of ESCC. They are not exhaustive in terms of determining individual or collective behaviour, but are intended to direct staff and encourage the use of good judgement by all employees in representing the ESCC.

It is essential that all ESCC employees are aware of and adhere to these Codes of Conduct.

**As a Member of the staff of Edmonton Seniors Coordinating Council, I hereby agree:**

- to act honestly and in good faith, with the best interest of the organization foremost in mind;
- to exercise the degree of skill and diligence that can reasonably be expected of someone with my personal knowledge and experience and to ensure that I am informed of the state of the business and affairs of the organization;
- to endorse and support the vision, mission and objectives of the ESCC;
- to foster and support a belief in the organization's value;
- to support the growth and development of the ESCC;
- that I will not, either during or after my term of employment, use for personal advantage confidential information gained;
- to declare my interests, contracts, and arrangements that come in conflict with the organization;
- to approach all issues with an open mind; and
- to neither initiate nor agree to contract either with a Member of the Board or a third party as to how the organization will vote on an issue.

**Declaration**

**CODE OF ETHICS AND CONDUCT DECLARATION**

I \_\_\_\_\_ have read, understand, acknowledge and agree to adhere to the Code of Ethics and Conduct of the Edmonton Seniors Coordinating Council as contained in the Policy and Procedures Manual.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Employee Signature  
Signature

Supervisor

Witness