



POLICIES & PROCEDURES

CODE OF CONDUCT

The following are responsible for the development, review and oversight of this policy:

Staff: Director of People and Culture

Department: People and Culture

Board Position: Chair

Board Committee: Executive

PURPOSE

The following Code of Conduct ("the Code") is designed to allow Ve'ahavta to preserve its long tradition of integrity and credibility with its clients, partners, the public, and within the organization. This Code applies to volunteers, board members, and employees.

CODE

The Code is organized into the following categories, as per stated Organizational Values:

1. Responsibility

- Promote the mission and objectives of Ve'ahavta in all dealings with the public on behalf of and within the organization.
- Act with honesty and integrity and in accordance with any professional standards and/or governing laws and legislation that have application to the responsibilities you perform for or on behalf of Ve'ahavta
- Adhere to the policies and procedures of Ve'ahavta and support the decisions and directions of the Board and its delegated authority
- It is every employee's responsibility to ensure they contribute to the ongoing improvement of the organization, including problem-solving, idea generation, and constructive feedback
- Comply with both the letter and the spirit of any training or orientation provided to you by Ve'ahavta in connection with your responsibilities
- Maintain the confidentiality of information gained as an employee, including, but not limited to, all individual personal information, computer software and files, Ve'ahavta's business documents and printouts, and all volunteer, employee, donor records.
- Take responsibility for your actions and decisions. Follow reporting lines to facilitate the effective resolution of problems. Appropriate reporting lines include speaking directly to one of the following individuals to address concerns/challenges related to your employment:
 - Direct Supervisor or Managing Director
 - Director of People and Culture
 - Executive Director

2. Respect

- Demonstrate respect for all employees, management, and external stakeholders of Ve'ahavta, through appropriate communications and relations

- Respectful relations avoid gossip, creation or transmission of rumours, falsehoods, or destructive speech about employees, stakeholders, or the organization at large
- Recognize the valuable role that all team members and external stakeholders play in the fulfillment of the organizational mandate

3. Inclusivity

- Treat all individuals with equality and dignity without regard to gender, race, colour, creed, ancestry, place of origin, political beliefs, religion, marital status, disability, age, or sexual orientation
- Be open to a variety of opinions, perspectives, and experiences from others

4. Empathy

- Treat all individuals with kindness, fairness, honesty, integrity and dignity
- Act with compassion and understanding, and on the premise that all individuals have unique circumstances that we may not be aware of

IMPLEMENTATION

Implementation

Strict observance of the Code is fundamental to the activity and reputation of Ve'ahavta. It is essential that all employees (permanent full-time, hourly, fixed term contract, permanent part-time) adhere to this Code. They will certify this by signing a Declaration that they have read and will abide by this Code. Management has the responsibility of ensuring compliance with all Codes and Policies of Ve'ahavta.

Code of Conduct Declaration

I, _____, have read, understand and agree to abide by the Code of Conduct of Ve'ahavta and I understand that such adherence is a condition of my employment. I understand that a violation of the Code of Conduct may be grounds for immediate dismissal for just cause without notice or pay in lieu of notice.

Signed this _____ day of _____, 20_____.

(Employee - Signature)

INFORMATION ABOUT THIS POLICY

Policy: Code of Conduct

Original Effective Date: January 5, 2016

Review Period: every 2 years

Reviewed: April 2021

Date of Next Update: April 2023

Related Documents: Conflict of interest, Workplace Harassment and Discrimination Policy, Confidentiality Policy, Staff Protocols on Client/Volunteer Interactions, Health and Safety Policy, Progressive Discipline Policy

