1.1.5 Code of Ethics and Conduct

Scope:

This policy applies to employees, the Board of Directors and volunteers at PLEA.

Statements:

1. As a condition of employment, providing services, or engaging as a volunteer, all persons must agree to the relevant PLEA Code of Ethics and Conduct.

Procedures:

Employees

1. Employees sign the *Personnel Code of Ethics and Conduct* (Appendix 1.1.5A) prior to commencing any services for PLEA. A copy of the signed Personnel Code of Ethics and Conduct is saved to their personnel file.

2. Employees receive training (i.e., a review of policy and follow-up discussion at team meetings) on a biennial (i.e., every two years) cycle. This training covers:

    a. *1.1.5 Code of Ethics and Conduct* policy
    b. *1.1.6 Violations of the Code of Ethics and Conduct* policy
    c. *Appendix 1.1.5A Personnel Code of Ethics and Conduct*

Board of Directors

3. The Board of Directors sign the *Board of Directors' Ethical Code of Conduct Declaration* (Appendix 1.1C) when they join the Board.

KidStart Volunteer Mentors

4. KidStart Volunteer Mentors review and sign *the Volunteer Mentor Agreement – Ethics and Conduct* (Appendix 7.9.9C) prior to meeting with a mentee.

see what's possible…

COMMUNITY SERVICES

BOARD OF DIRECTORS' ETHICAL CODE OF CONDUCT DECLARATION

As a member of the Board of Directors of PLEA I commit myself to fulfill to the best of my ability the following obligations:

1. I will perform my governance duties in good faith and in a manner that I believe to be in the best interests of PLEA and its viability, long-term success and positive reputation.
2. I will adhere to all applicable laws and regulations, and uphold PLEA's constitution, bylaws and policies in the performance of my duties.
3. I will serve as a guardian of the organization's mission, vision and core values.
4. I will meet the responsibilities of duty of care, duty of loyalty, duty of obedience, independent board representation and unrelated board representation as defined in PLEA's Governance policies.
5. I will work on behalf of all internal and external stakeholders to ensure that PLEA accomplishes its identified goals and is managed effectively, efficiently and ethically.
6. I will be a responsible steward of the organization's resources.
7. I will maintain appropriate confidentiality of information.
8. I will be alert to circumstances that may interfere with my discretion, judgement and loyalty to PLEA.
9. I will weigh carefully all circumstances in which there exists the possibility that there is a conflict between my private interests and the best interests of the organization. If I feel that I may be in a conflict of interest or potential conflict of interest I will immediately notify the Board of Directors and the Executive Director in writing.
10. I meet the requirement defined in the Income Tax Act.

Dated this _____ day of _____ 20 ___ At _____. BC

Name: _____ Signed: _____

Eligibility Information for Directors

As a result of amendments to sections 149.1(4.1), 149.1(22) and 188.2(2) of the Income Tax Act, if an "ineligible individual" is a member of the board of directors, a trustee, officer or equivalent official, or any individual who otherwise controls or manages the operation of the charity, then the charity may have its charitable status refused or revoked or may have its authority to issue charitable receipts suspended. Therefore please complete the following document.

		Yes	No
1.	Have you ever been found guilty of a criminal offence in Canada relating to financial dishonesty, including tax evasion, theft, fraud or any other criminal offence that may be relevant to the operation of this charity, for which you have not been granted a pardon?		
2.	Have you ever been found guilty of a criminal offence outside of Canada relating to financial dishonesty, including tax evasion, theft, fraud or any other criminal offence that may be relevant to the operation of this charity, that if committed in Canada would be a criminal offence, and for which you have not been granted a pardon?		
3.	Within the past 5 years, have you been found guilty of a non-criminal offence within Canada relating to financial dishonesty, such as offences under fundraising legislation, consumer protection legislation or securities legislation, or any other offence that may be relevant to the operation of this charity?		
4.	Within the past 5 years, have you been found guilty of a non-criminal offence outside of Canada relating to financial dishonesty, such as offences under fundraising legislation, consumer protection legislation or securities legislation, or any other offence that may be relevant to the operation of this charity?		
5.	Have you been a member of a board of directors, a trustee, officer, or an individual who otherwise controlled or managed the operation of a charity in the past five years?		
	If so, has this charity had its charitable registration revoked in the past five years?		
	If so, was the charitable status revoked as a result of conduct that constituted a serious breach of the requirements for registration, including improper receipting arrangements, abusive tax shelters, or providing undue private benefit to directors?		
6.	Have you, at any time, been a promoter of (sold or promoted the sale on your own or someone else's behalf) or otherwise been involved with a gifting arrangement or other tax shelter in which a charity participated and the registration the charity has been revoked within the past five years for reasons that were related to participation in the tax shelter?		

Dated this _____ day of _____ 20 ___ At _____. BC

Name: _____ Signed: _____

Appendix 1.1.5A Personnel Code of Ethics and Conduct

General:

1. I will treat all individuals with dignity and respect.

2. I will fulfill my obligations and responsibilities with integrity. I will act in a conscientious and trustworthy manner, and promote ethical practices.

3. I will be competent to perform the services and functions I undertake.

4. I will perform my duties in a manner that does not jeopardize my own safety or the safety of others.

5. I will not practice, condone, or collaborate with any forms of discrimination on the basis of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical and mental abilities, sex, sexual orientation, gender identity or expression, age, or any other prohibited category.

6. I will not practice, condone or collaborate in bullying, harassment or exploitation and will address any incidents of which I become aware.

7. I will seek advice and clarification from my supervisor and/or professional body in situations where I am unsure as to the ethical course of action.

Business/Marketing/Contractual Relationships:

1. I will comply with this code of ethics and conduct in fulfilling all of my responsibilities including business, marketing and contractual relationships.

Communication/Use of Social Media:

1. I will be accurate and factual in my communications with others and ensure that any communication respects the privacy of other individuals. This applies to all communications, including use of social media.

Conflicts of Interest:

1. I will be alert to and avoid all circumstances in which there exists the possibility that there may be a conflict between my personal interests and those of clients and/or the organization.

2. I understand that in every case my responsibilities must take precedence over my personal interests.

3. I will take appropriate action to rectify any potential conflict of interest situation.

Charitable Registration
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Service Delivery:

1. I will act to promote excellence in practice within PLEA.
2. I will regard the wellbeing of the individuals I serve as my primary service obligation and make sound decisions that are based on their best interests.
3. I will respect and promote the rights of individuals, including the right to self-determination.
4. I will assist those I serve to identify and clarify their strengths and goals, and to make informed choices.
5. I will promote the safety of individuals served at all times.
6. I will use behavior management strategies based on proven best practices.
7. I will protect client's rights to privacy and confidentiality, sharing only information where informed consent has been provided or where there are professional or legal reasons for doing so.
8. I will respect the personal property of clients, except in such circumstances where health or safety is an issue.
9. I will familiarize myself with pertinent information about clients in order to provide appropriate services.
10. I will not engage in the exchange or receipt of money, gifts or gratuities with clients, their families or anyone with whom I may be doing business in the course of meeting my responsibilities. An exception is small tokens which would be considered culturally inappropriate to refuse. I will report the receipt of any such tokens to my supervisor.
11. I will not engage in personal fundraising.
12. I will not take advantage of any professional relationship or association to further my personal, religious, political or business interests.
13. I will maintain appropriate professional boundaries with clients, colleagues and those with whom I may be doing business in the course of meeting my responsibilities.
14. I will refrain from witnessing documents for clients.

Professional Responsibilities:

1. I will meet the professional expectations of my profession.
2. I will ensure that I remain current in my field in order to best fulfill my responsibilities.
3. I will work for the creation and maintenance of organizational policies and procedures consistent with the standards set by this code.

Human Resource Responsibilities:

1. I will, to the best of my ability, fulfill the expectations of my position.
2. I will respect the intrinsic worth of all PLEA personnel and will work towards building a respectful and positive environment.
3. I will communicate professionally, appropriately and effectively with my colleagues.
4. I will abide by all PLEA policies and procedures and all legislation, regulations and requirements which govern my area of responsibility.

5. I understand that failure to comply with the Code of Ethics and Conduct, relevant legislation, regulations, requirements and/or PLEA policies could result in disciplinary action, including termination.

Prohibition of Waste, Fraud and Abuse:

1. I will refrain from any waste, fraud, abuse or other wrongdoing and will appropriately report any instances of which I become aware.

Acknowledgement

I am committed to following not only the letter, but the spirit of the organization's Code of Ethics and Conduct.

_____ _____

Name Date

_____

Signature

Volunteer Mentor Agreement – Ethics and Conduct

As a Volunteer Mentor, I understand I am in a position of trust and I acknowledge the importance of the commitment I am making to my mentee, their family and to the KidStart program.

I WILL:

- Treat all individuals with dignity and respect.
- Fulfill my obligations and responsibilities with integrity.
- Act in a conscientious and trustworthy manner.
- Not be under the influence of alcohol or illicit drugs, nor impaired through the use of prescription drugs or cannabis, during my volunteer work with PLEA.
- Not practice or condone any forms of discrimination on the basis of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical and mental abilities, sex, sexual orientation, gender identity or expression.

Mentoring Relationships

- Ensure that all activities are safe, legal, socially acceptable and age appropriate.
- Be a positive role model in my mentee's life – always remembering that I am not an authority.
- Accept the mentee "as is", and avoid making judgments, giving unsolicited advice and moralizing.
- Maintain a positive relationship with my mentees' parents and/or guardians.
- Not engage in any activity with mentees which could reasonably perceived to be sexual, sexually leading, or sexually harassing, or otherwise personally intimate, including dating, whether or not such activity is desired or accepted by the mentee.
- Not use physical restraint, control, coercive power, threats, guilt or humiliation when working with my mentee.

Privacy, Confidentiality and the Duty to Report

- Protect the privacy of my mentee and keep all personal information confidential. I will not use or disclose such information except as authorized by my Coordinator or as required by law**.**
  I also understand I am obligated to inform my Coordinator or emergency phone immediately and follow their instructions in the following situations:
    - When there is suspected abuse or neglect of a child.
    - When mentees are a risk to themselves or others.
    - Where a mentee with a history of sexual abusing others may have access to minor children.
- Not "friend" or "follow" my mentee on social media. I will not make references to, or publish photos of, my mentee or their family on social media.

Conflict of Interest

- It is not possible to provide an inclusive list of all situations giving rise to a conflict of interest or commitment. In general, mentors may not use their positions for the gain of themselves or others, nor may they engage in activities that adversely impact KidStart.

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Mentors are responsible for:

- Avoiding situations or activities that could interfere, or appear to interfere, with their exercise of judgment in the interests of the KidStart program.
- Immediately, notifying their Coordinator and discussing any activity that might result in a conflict of interest or conflict of commitment and not participating in the activity until it is determined whether a conflict of interest or commitment does exist, and the matter is resolved with their Coordinator.
- Refraining from letting personal and/or financial interests and external activities come into opposition with the KidStart programs interests.
- Failure to comply with these expectations could result in termination from the program.

Service Delivery:

- Maintain regular contact with my Coordinator.
- Keep my case notes updated.
- Attend monthly KidStart support meetings and educational sessions.
- Contact the Coordinator or emergency phone as soon as possible when an incident or emergency occurs.
- Not take my mentee to my home or on any overnight excursions.

Transportation:

- Not allow my mentee to drive or to sit unattended in my car or ride on a motorcycle or other two-wheeled motorized vehicles, or on a snowmobile or jet-ski.
- Not travel outside the Lower Mainland of British Columbia with my mentee.
- Comply with the Motor Vehicle Amendment Act to ensure I am driving my mentee safely.
- Ensure that any vehicle that I use to transport my mentee is safe, in reliable condition and properly insured. I will ensure my mentee wears a seatbelt at all times while in the vehicle, and that appropriate booster seats are in place when required.

I (please print name),_____, have read and understood the *Orientation Guide for Volunteer Mentors*. I have read and understood this document, the *Volunteer Mentor Agreement – Ethics and Conduct*.

I understand it is expected that my weekly commitment to the KidStart Program will continue for one year or longer. If I am indicted or charged with an offence under the Criminal Code of Canada, I will immediately contact my Coordinator. I understand that if I do not abide by all these expectations, including following the instructions provided to me by a Coordinator, my tenure as a volunteer may be terminated.

Mentor Signature: ____ _____**Date:** ___ _____

Coordinator Signature: _ _____ **Date: _** _____

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