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**Policy Area: Leadership and Governance**

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**Policy # & Policy Name: 2.6 Board Ethical Conduct**

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**Group:** Board of Directors and Board Committee Members

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**Purpose:**

To ensure the conduct of all CVS Board and Board committee members follows written ethical guidelines and reflects legal requirements as well as the mission and values of the organization.

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**Policy Statement:**

Members of the CVS Board of Directors are legally required to act honestly, in good faith and in the best interests of the Society. They must exercise the care, diligence, and skill of a reasonably prudent person in carrying out their duties.

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**Practice Standards:**

1. CVS Board of Directors has a written Code of Ethical Conduct (attached). It covers issues such as ethical business and marketing practices, fraud, waste, violations, abuse, research & education, conflict of interest and treatment of employees/contractors. Compliance with this Code is a condition of governance involvement with CVS. Any breach of the Code of Ethical Conduct will result in action up to and including a request for resignation or expulsion of a member
2. Upon election to the Board of Directors, a person must arrange his or her private affairs so as to prevent conflicts of interest, or the perception of conflicts of interest, from arising.
3. Issues or allegations arising from the Board Code of Ethical Conduct that involve Board members are handled by the President of the Board of Directors, according to the attached Procedures.

**Policy Audit:** Board, Board Work Plan / Policies Annually

**Date Issued:** March 2004

**Date Revised:**

**Position**

**Responsible:** Board of Directors

**References:**

- ✍ B.C. Society Act
  - ✍ B.C. Human Rights Code
  - ✍ Board Governance Policy Manual
  - ✍ 9.1 - CVS Constitution and By-laws
  - ✍ LG 2.6.A - Board Code of Ethical Conduct (Board Policy Type A Title 3)
  - ✍ LG 2.6.B – Director's Personal Information Return
  - ✍ HR 6.11.B - Conflict of Interest (Board Policy Type A Title 3.2)
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## **CVS Board Procedures**

### **COMMUNITY VENTURES SOCIETY CODE OF ETHICS**

#### **Overview**

Ethical dilemmas arise when our values are in conflict. We face many instances where simple answers are not available to resolve ethical issues. The CVS Code of Ethics reflects the Society's values, the principles governing our behaviour, the standards expected of us, and our commitment to choosing the best course of action.

All individuals who owe a responsibility to the organization and the people we serve, including employees, board members, practicum student / volunteers, and sub contractors must adhere to our Code of Ethics.

The CVS Code Ethics was created with input from the people we serve, families, board members, and employees. It is important that the Code reflect the current values and standards of the Society. Therefore, to insure the Code is relevant and meaningful, it will be reviewed every three years. The Board of Directors is responsible for initiating and organizing a committee to review the Code of Ethics.

#### **Reporting and Investigating a Breach of the Code of Ethics**

CVS considers a breach of the Code of Ethics a very serious matter that must be resolved as soon as possible. Employees, board members, practicum student / volunteers, and subcontracts must immediately report, in writing, any breach of the Code of Ethics. The person making the report will not face reprisal for making the report, unless the action is malicious or knowingly false. If the person does not report any known actions or incidences that breach the Code of Ethics, the person will be enabling the action and therefore, subject to disciplinary action or sanction (depending on the person's role within CVS).

All allegations related to a breach of the Code of Ethics will be investigated within a maximum of 14 days of the report submitted. The investigation and information will remain confidential. The person who receives the report is responsible for conducting the investigation and making recommendations to resolve the matter.

- ? Employees must submit the report to their immediate supervisor, unless the allegation is against the supervisor. In this case, the report must go to the Manager responsible for the supervisor. If the allegation is against the Executive Director, the report must go directly to the President.
- ? Practicum student / volunteers must report to the Manager of the service they are in. If the allegation is against the Manager, the report must go directly to the Executive Director. Subcontractors must report to the Executive Director.
- ? Board members must report to the President. If the allegation is against the President, the report must go to the Treasurer.

# CVS POLICY & PROCEDURE MANUAL

## COMMUNITY VENTURES SOCIETY

### CODE OF ETHICS

#### When a Breach of the Code of Ethics Occurs

If an employee breaches the Code of Ethics, the allegation will be resolved through either the conflict resolution process or progressive disciplinary process. If a practicum student / volunteer breaches the Code of Ethics, the allegation will be resolved through either the conflict resolution process or they may no longer be able to practice as a student / volunteer at CVS.

If a subcontractor breaches the Code of Ethics, their contract may be terminated. If a board member breaches the Code of Ethics, the allegation will be resolved through either the conflict resolution process or they may be sanctioned by the Board of Directors.

#### Code of Ethics

##### 1. Guiding Principles

As a board member, employee, practicum student/volunteer, or subcontractor, my interactions with the people I serve are guided by the following set of principles:

##### **a) I will recognize the inherent rights and value of every person.**

I recognize the value of every person. All people, including people with disabilities, have the same basic human rights as well as the same rights and responsibilities as other citizens. I will treat all people in a fair and equal way. I will recognize and treat each person as an individual. I recognize that all people are unique. Every individual has gifts and limitations. Each person must be seen and treated as an individual and with respect. I will respect and be sensitive to individual differences and cultural and ethnic diversity. My support will be inclusive and non-discriminatory to the individual regardless of age, colour, disability, ethnicity, gender, religion, sexual orientation, marital status, and/or socioeconomic status.

##### **b) I will recognize that family and friends are of utmost importance in the lives of the people whom we support.**

I am committed to making sure that all of the people that I support have family and friends in their lives. Friends and family are an extremely important part of our lives. People with friends are usually more valued and safer in the larger community. Personal relationships add joy to people's lives, make their lives more satisfying, and make them less vulnerable.

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**c) I will encourage and support the people I support to make decisions that affect their lives.** I will ensure people can say or show what they want, make sure that they have choices, and respect those choices. My goal is to involve the people I support in making decisions and to make sure that they have enough information to make choices themselves. Making choices and decisions may lead to taking risks, to being responsible for those decisions and to learning from those experiences. I will ensure that people who are vulnerable have family, friends, and professionals (if requested or necessary) involved in making decisions that affect their lives.

**d) I recognize that all people have a right to take part in and belong to their community and will support them to participate in their community.**

I am committed to working toward a community in which people are neither labeled nor excluded. All people have the right to belong in their community and they should be valued for the gifts that they bring to their community.

**e) I believe all people should lead self-determined lives.**

I recognize that the people I support require support services. I will provide support to increase the person's growth, independence, access, and ability to control their life. I will provide support that enables the person to achieve their hopes, dreams, and goals.

### **2. Ethical Standards – Community Ventures Society**

All actions conducted by the Society's board, staff, practicum student / volunteers, and sub-contractors are governed by the following ethical standards:

#### **a) Duty Under the Law**

I accept my responsibility to know and to comply with the laws, which govern all of our actions and decisions. Beyond observing the letter of the law, I am committed to complying fully with the intent of the law. Where ethical conduct demands that I do more than the minimum mandated by the law, I will do more than the law requires.

#### **b) Community Citizenship**

The Society makes an essential contribution to the health of our community by providing leadership, services and employment. Society in general, however, expects the Society to support and participate in charitable, educational, cultural and political affairs. I will exercise these responsibilities of citizenship to a degree sufficient to keep myself and others attuned to the

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needs of our society, to contribute significantly to its cultural and educational institutions, and to support our democratic system of government.

### **c) Business and Financial Practices**

In dealing with members, funders, partners, other societies and businesses, and members of the general public:

- I will conduct myself with openness, honesty, integrity and fairness.
- I will employ only ethical means to achieve the Society's goals and ends.
- I will be truthful and accurate in all public statements and promotions concerning the services, programs or any other aspect of the Society.
- I will not disparage or demean other professionals, agencies or organizations or the quality of service that they provide.
- I will not accept a monetary benefit in return for special consideration.
- I will not lend or loan money to a client.
- I will not conduct personal business, i.e. Avon, jewelry parties with clients.

### **d) Disclosure of Information**

People receiving services, families, members, the public, funders and various government agencies have a right under the law to a broad range of information about the Society. I am committed to full and accurate disclosure required by the letter and the spirit of such laws. When news media, people we serve, members, employees or business organizations make reasonable requests for information; I will provide them with thorough and accurate answers.

### **e) Protection of Personal Information**

I will protect proprietary information – that is confidential information whose disclosure could harm our Society's practices or the interests of individuals, families, employees or members – from improper or inadvertent disclosure. (Privacy Charter & Policy)

### **f) Conflict of Interest**

The relationship of trust between the Society and a director, an employee or a contractor (in some circumstances) is violated when the director or employee engages in a conflict of interest - that is when personal gain or benefits to another person or organization is put ahead of the interests of the people we serve or the Society. I will strive to avoid conflicts of interest but where they occur. I will disclose them to a person in authority so they may be remedied. (Conflict of Interest Policy)

### **g) Professional Care & Support**

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I will maintain relationships that are both professional and caring towards the people I serve. Honouring the person's moral and legal rights and caring for the person's well-being will demonstrate this. I am aware that power differentials exist and will never abuse or misuse the positions of power. I am committed to ensuring our own personal biases, values, and experiences do not inhibit or influence those of the people we serve.

### **h) Professional & Personal Development**

I will seek and maintain training and credentials to provide the best possible care for the individual. I will participate in on-going self-evaluation, consultation, continuing education, and self-care activities.

#### **Statement of compliance:**

I have read Community Ventures Society's Code of Ethics. I fully understand the terms of this document and agree to abide by them.

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Print Name

(Board Member, employee, practicum student / volunteer, or sub-contractor name)

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Signature

(Board Member, employee, practicum student / volunteer, or sub-contractor signature)

(Date) \_\_\_\_\_