



Habitat for Humanity Ontario Gateway North Code of Conduct

STATEMENT

All volunteers of Habitat for Humanity Ontario Gateway North (HFHOGN) are expected to abide by the principles and ethical behaviours as outlined in this Code of Conduct, in the daily performance of their duties.

Statement of Values

HFHOGN is a non-profit, program that seeks to eliminate poverty housing worldwide and to make decent shelter a matter of conscience and action. Habitat invites people from a broad spectrum of social, ethnic, religious and economic backgrounds to work in partnership to build homes and hope with families in need. In the fulfillment of this critical role Habitat's core values include: housing for all, human dignity, partnership, faith in action, diversity & inclusiveness. In keeping with these core values, many people with diverse talents and perspectives work together to deliver housing of the highest possible standards.

Statement of Individual Values

Respect, Compliance with Policies, Avoiding/Managing Conflicts of Interest

All volunteers of HFHOGN are expected to adhere to the highest ethical standards in the performance of their duties to foster an environment of integrity, respect and trust and to preserve and enhance Habitat's reputation. The values of integrity, honesty, fairness and respect are essential to create and maintain a workplace that is characterized by civility, professionalism, tolerance, dignity, and freedom from discrimination or harassment. Compliance with both the letter and the spirit of the law, the exercise of good judgment in avoiding or dealing with conflicts of interest, the protection of privacy, and maintaining confidentiality are further elements that are critical to achieving HFHOGN's goals in this regard.

This Code of Conduct is intended to offer a broad range of guidance about the standards of integrity and business conduct, but no code can address every situation that individuals may encounter. For this reason, this Code does not relieve volunteers of the responsibility and accountability to exercise good judgment and, in circumstances where they are unsure as to the proper course of action, to seek guidance from others.

Respect in the Workplace

HFHOGN is committed to promoting a workplace that reflects the values of respect, dignity, professionalism, tolerance, equity and diversity.

This means that:

- Every volunteer must behave in a respectful and professional manner in all dealings related to their volunteer duties, whether dealing with other employees, suppliers, volunteers, donors, or members of the public. Behaviour that is disrespectful, offensive, intimidating or humiliating, intentional or otherwise, will not be tolerated. Behaviour of this nature not only demeans others, but also threatens HFHOGN's ability to build a workplace where everyone can feel safe, comfortable and able to produce their best work.
- Discrimination and harassment will not be tolerated in any form against or from any group or individual – employees, suppliers, volunteers, donors, or members of the public – including discrimination on the basis of race, colour, religion, national or ethnic origin, age, gender, sexual orientation, marital status, physical or mental disability, or a criminal offence for which a pardon has been granted.
- Volunteers are required to promote and support an inclusive work environment, one in which individuals are accorded equity in employment processes, procedures and practices.

Privacy

HFHOGN is committed to controlling the collection, use, and disclosure of volunteer, donor and employee personal information in accordance with all requirements set out in the *Personal Information Protection and Electronic Documents Act*.

Volunteers who might be collecting, maintaining and/or using personal information, are responsible for complying in all respects with HFHOGN policies and procedures governing the collection, use and disclosure of this information.

Protection and Use of HFHOGN Property

Volunteers should not use HFHOGN property or assets for anything other than legitimate HFHOGN business purposes. Volunteers are expected to take good care of HFHOGN property and not expose it to loss, damage, misuse or theft.

Protection and Use of Information Technology Assets

Volunteers have an obligation to protect and use HFHOGN's IT Assets responsibly, in conformity with applicable federal and provincial laws, for the purpose of their work, and to take reasonable steps to safeguard these assets from damage, loss or theft.

Volunteers are provided with access to HFHOGN IT Assets for business use and for the purpose of performing job-related activities. Although some limited personal use will be tolerated, it is subject to HFHOGN Policy and must not interfere with or detract from volunteers' assigned tasks.

Dealing with Conflicts of Interest

Volunteers are expected to adhere to the highest ethical standards with respect to conflicts of interest, outside activities, the acceptance of gifts, and in all dealings related to their position with HFHOGN. Volunteers must ensure, to the extent possible, that their personal interests do not come into conflict with those of HFHOGN. If a conflict does arise, it must be resolved in favour of the best interests of HFHOGN.

This means that:

- Volunteers are required to perform their duties and arrange their private affairs in a manner that will prevent actual, apparent or potential conflicts of interest from arising.
- Volunteers are expected to act in a manner that will bear the closest public scrutiny in all dealings related to HFHOGN or their responsibilities as volunteers.
- Volunteers should not knowingly take advantage of, or benefit from, information that is obtained in the course of their official duties and that is not generally available to the public.
- Volunteers should not accept gifts, or other benefits that may have an actual, apparent or potential influence on their objectivity in carrying out their official duties or that may place them under an obligation to the donor.

Health and Safety in the Workplace

HFHOGN is committed to the health, safety and well-being of its volunteers. Officers and managers must take reasonable precautions to provide and maintain a healthy and safe workplace.

Volunteers must contribute to the safety of their work environment by complying with all safety directives and objectives of management and by taking all reasonable and necessary precautions to ensure their own safety and health and that of other persons affected by their work.

Impartiality

HFHOGN must remain and appear to remain impartial in carrying out its responsibilities. It is essential that the HFHOGN neither holds, nor appears to hold, a position on any matter of public concern or controversy.

To preserve the impartiality of HFHOGN, volunteers are restricted from taking public positions or making public statements on behalf of HFHOGN without written authorization on matters of public concern or controversy.

APPLICATION

This Code of Conduct applies to all HFHOGN volunteers regardless of how long they have been volunteering, the duties they perform or their status.

RESPONSIBILITY

The Board is responsible for the implementation of this Code of Conduct, in consultation with the Executive Director.

PERSON RESPONSIBLE FOR INTERPRETATION AND APPLICATION:

All questions pertaining to the interpretation or application of this policy should be referred to the Executive Director or delegate.