

# Code of Conduct & Ethics Policy

## 1 - Purpose

This Policy is intended to establish a Code of Conduct and Ethics to govern the decisions and actions of United Way Greater Toronto (UWGT) Board Trustees, other volunteers, sponsored employees, and all employees, ensuring that we use the principles of reconciliation and equity to make clear and measurable changes to eliminate systemic racism and discrimination from our work. This policy outlines the values and standards with which all UWGT volunteers and employees must conduct themselves in order to avoid even the appearance of improper behaviour.

Our stakeholders, partners, donors, and the public expect the standards of conduct from all representatives of UWGT that align with our Reconciliation and Equity Action Plan, and the policy outlined below.

## 2 - Scope

This Policy is intended to guide those activities engaged in by all Board Trustees, other volunteers, sponsored employees, and all employees as representatives of UWGT. Personal conduct is not only an individual reflection but may, depending on the circumstances, also have an adverse impact on the reputation of UWGT. Although the various matters dealt with in this Code do not cover the full spectrum of permitted and prohibited activities, they are indicative of UWGT's commitment to the maintenance of standards of conduct and are to be considered as guidelines for of the type of behaviour expected from all those associated with UWGT.

## 3 - Policy

UWGT Board Trustees, other volunteers, sponsored employees, and all employees are expected to conduct themselves in all matters involving their association with UWGT in a manner that is fully consistent with standards of behaviour that the public expects of UWGT and upon which our reputation rests. At all times, the behaviour of those covered by this Policy must reflect and not compromise the trust of our stakeholders.

Their actions and relations with agencies and community partners, donors, other stakeholders, colleagues, and each other will be driven by the core values that shape UWGT.

To that end, UWGT Board Trustees, other volunteers, and employees will:

1. Acquaint themselves with and adhere to UWGT's mission, vision, values, principles, and policies, while also feeling safe to be their authentic selves.

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2. Not participate in, condone, or engage in dishonesty, fraud, deceit, misrepresentation, illegal activity of any kind, or other misconduct that may adversely impact UWGT or its reputation.
3. Recognize and safeguard the nature of UWGT's arm's length relationship with agencies and grantees as independent organizations and maintain the independence and non-biased nature of our grant-making process.
4. Comply with UWGT's policies that address specific areas of conduct and ethics:
  - *Confidentiality Policy [provide link once approved]*. UWGT Board Trustees, other volunteers and employees must respect and protect Confidential information regarding UWGT affairs and information relating to donors, agencies, constituent organizations, employees, and volunteers at all times.
  - *Conflict of Interest Policy [provide link once approved]*. UWGT Board Trustees, other volunteers and employees must recognize and take steps to avoid conflicts of interest and the perception of conflicts of interest to protect the interests and reputation of UWGT.
  - *Non-Discrimination & Harassment Policy and Workplace Anti-Violence Policy [provide links once approved]*. UWGT Board Trustees, other volunteers and employees must understand that discriminatory, harassing, and violent behaviour will not be tolerated. Such behaviour includes written or spoken comments as well as overt actions.
  - *Privacy Policy [provide link once approved]*. UWGT Board Trustees, other volunteers and employees must understand UWGT's commitment to respecting the privacy of personal information of individuals, and how we collect, access, use, retain, protect, disclose, and dispose of personal information.
  - *Fundraising Policy*. The rights of donors and prospective donors to treatment that respects their dignity and ability to be their authentic self, by both the Policy of UWGT and the *Donor Bill of Rights [provide link once approved]*, which all member United Ways/Centraides in Canada uphold.
5. Follow UWGT's *Media Policy [provide link once approved]* regarding public comments and contact with the Media.
6. Understand that while UWGT respects the right of employees to use social media for professional purposes, or to express their ideas and opinions in online forums, blogs and on other sharing platforms, any views expressed by UWGT employees who visit, use or post to any websites, blogs, wikis, mobile applications, etc. ("Social Media") as a medium of self-expression are strictly those of the individual and do not reflect views of UWGT. When using Social Media for personal use and when identifiable as a UWGT employee on personal sites, employees must be aware of their role in the organization and the potential impact of their communications on the brand, reputation, and values of UWGT and any implicated stakeholders including agencies, partners, and donors. As such, employees who decide to post on Social Media should always act appropriately and with good judgment. Employees

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may not disclose confidential and proprietary information on Social Media and should always exercise good judgment by communicating respectfully and without compromising relationships with UWGT, its employees, volunteers, donors, partners, and affiliates.

Any and all information on Social Media is considered public domain information which may be legally accessed and reviewed by UWGT. Social Media postings made while at work or on personal time may be used as evidence to support disciplinary action, regardless of whether such posting was made using UWGT assets.

### 4 - Procedures

1. It is the responsibility of:
  - the Chair of the Board to ensure that Board Trustees understand and comply with this Code and related policies; and
  - the President & Chief Executive Officer (CEO) to ensure that employees and other volunteers understand and comply with this Code and related policies.
2. Individuals will be asked to sign their agreement to the Code of Conduct and Ethics Policy when joining UWGT as an employee or a volunteer.
3. This Policy is supported by the *Whistleblower Policy [provide link once approved]*, which creates the conditions and process by which serious violations or potential violations of this Policy can be raised without fear of harassment or retaliation.
4. Breaches of this Policy will be considered a serious matter. Employees who violate this Policy will be subject to disciplinary action up to, and including, termination of employment. UWGT will also take appropriate action in relation to volunteers who violate this Policy. If it is alleged that an individual has not been in compliance with this Policy, a review or an investigation will be conducted under established procedures for specific policies, or if there are none, under the auspices of the Chair of the Board or the CEO based on the circumstances. The format of a review or investigation may vary, depending on the nature and circumstances of the incident or complaint.
5. This Policy will be communicated to all UWGT volunteers and all employees and will be posted on the UWGT website.

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