

## **Calgary Sexual Health Centre Ethical Code of Conduct**

As part of our commitment to conducting our business ethically, the Ethical Code of Conduct as approved and implemented by the Board of Directors and the Chief Operating Officer (“CEO”) will be used in identifying and managing ethical situations and making ethical decisions for the Calgary Sexual Health Centre (the “Society”).

This Ethical Code of Conduct applies to employees, contractors, volunteers and directors of the Society.

### **Conflict of Interest**

The Society expects employees, contractors, volunteers and directors to avoid situations where personal interests could conflict, or appear to conflict, with their duties and responsibilities or the interests of the Society. A conflict of interest may occur where involvement in any activity creates, or appears to create, a situation where judgment or the ability to act in the best interest of the Society is affected.

When faced with an actual or potential conflict of interest, individuals must inform the CEO or Chair of the Board of Directors and they must not be involved in any decision or operation related to the conflict (e.g. gift cards, invitations to sporting events, or meals). Matters relating to the Chair will be reviewed by the Board.

Personal gifts, honorariums, etc. can be accepted up to \$100; over that amount must be approved by the CEO or Chair (CEO or Chair cannot self-approve).

### **Anti-Fraud**

The Society is committed to protecting its reputation, revenues, property, information and other assets from fraud – whether by the public, contractors, volunteers or its own directors or employees. Any individual who knows or has reason to suspect that a fraud has occurred must immediately notify their supervisor, the CEO, or the Chair.

### **Disclosure**

The Society is committed to ensure that public disclosure of information is consistent, transparent, balanced and timely. Employees, contractors, volunteers and directors are not permitted to speak on behalf of the Society unless they are designated in advance and on a case-by-case basis as an authorized spokesperson by the Chair or the CEO.

## **Confidentiality and Privacy**

The Society is committed to protecting all personal and society information that it has collected or is in its possession. Personal information refers to information about any identifiable individual including, but not limited to, prospective or former employees, contractors, clients, volunteers and donors. It is protected by the Alberta Personal Information and Privacy Act (PIPA). Personal information may only be used by consent of the individual and only for the defined purpose for which it was collected. Personal information must not be disclosed without the individual's permission unless otherwise allowed for under the law.

Society information refers to any other confidential information about the Society, collected by the society or created by the Society in the course of its operation that is not classified as personal information. It must not be disclosed unless specific authorization is given to do or such disclosure is legally mandated.

## **Fundraising and Donations**

The Society is committed to fundraising efforts that are truthful, and accurately describe our activities and intended use of donations and gifts. To the best of our ability:

- We are sensitive in describing those clients we serve.
- We act with fairness, integrity and in accordance with all applicable laws.
- We do not accept donations or gifts for purposes that are inconsistent with our mission.
- We ensure that donations and gifts are used in accordance with the funders' or donors' intentions. We shall seek explicit consent before altering the conditions.

## **Intellectual Property**

Employees, contractors, volunteers and directors may produce or have access to the Society intellectual property (e.g. research papers, programs developed for use by the Society). With this access comes personal responsibility to keep the information confidential. Intellectual property should not be:

- Disclosed without permission,
- Used for personal gain, or
- To compete with the Society for funding.

This protection is intended to give the Society exclusive rights to utilize and develop its intellectual property for future benefit for its clients.

## **Political Activities**

Under no circumstances shall any employee, contractor, volunteer or director of the Society be permitted to use or associate their position or office with the Society with any political activity or donation or in any circumstances in which any such association could be reasonably inferred.

Employees, contractors, volunteers and directors of the Society may choose to become involved in political activities as long as they undertake these activities on their own behalf.

## **Observance of the Ethical Code of Conduct**

Employees, contractors, volunteers and directors are personally accountable for learning, endorsing and promoting the Ethical Code of Conduct and applying it to their own conduct. Employees, contractors, volunteers, and directors will be asked to review this Ethical Code of Conduct and confirm on a regular basis that they understand their individual responsibilities and conform to its requirements.

Violation of the Ethical Code of Conduct may result in disciplinary action up to and including termination of employment or contract or role.

Employees, contractors, volunteers and directors who have any questions or concerns, or witness or discover a violation or have reason to suspect a violation may have occurred should report the suspected violation to their supervisor, the CEO, or the Chair. No waivers of the Ethical Code of Conduct may be made.