



Section 4.0 CODE OF CONDUCT & ETHICS		Subject 4.1 CODE OF CONDUCT & ETHICS	
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PURPOSE

North Peace Housing Foundation is committed to conducting business in an open and ethical manner. This is accomplished by creating and maintaining a workplace built on the strength of trust, accountability, and integrity in all our business practices. As members of the Board of Directors, each board member acts as a representative of North Peace Housing Foundation and is therefore expected to adhere to the Code of Conduct and Ethics and is required to conduct him/herself in an ethical and professional manner.

DEFINITIONS

Discrimination – The unjust or prejudicial treatment of different categories of people, especially on the grounds of race, age, or sex (Oxford Universities Press, 2011).

Ethics – Moral principles that govern a person's behaviour or the conducting of an activity (Oxford Universities Press, 2011).

Harassment – Aggressive pressure or intimidation (Oxford Universities Press, 2011).

Illegal – Contrary to or forbidden by law, especially criminal law (Oxford Universities Press, 2011).

Legal – Permitted by law (Oxford Universities Press, 2011).

Moral – Concerned with the principles of right and wrong behaviour (Oxford Universities Press, 2011).

Unethical – Not morally correct (Oxford Universities Press, 2011).

GUIDELINES

Unacceptable/unethical behaviours include, but are not limited to, the following:

- Causing physical harm to another person;
- Violence, threats, harassing, or bullying behaviour;
- Discriminatory actions;
- Dishonest, illegal, or improper business activities;
- Failure to meet and/or abide by the board's terms of reference;
- Performing unethical or compromising practices in business relationships;
- Improper use of company trade secrets;
- Use of North Peace Housing Foundation assets and/or business relationships for personal use or gain;
- Falsifying, misrepresenting; or illegally reporting financial information;
- Competing with North Peace Housing Foundation for personal or business gain;
- Accepting or giving gifts, monetary or otherwise, to influence a business decision(s);
- Willful damage or destruction to property;
- Possession of a weapon while on North Peace Housing Foundation premises or at another location while acting on behalf of North Peace Housing Foundation;
- Disorderly, immoral, or indecent conduct;
- Theft, including physical and intellectual properties; and
- Actions or behaviours which contravene the Canadian *Criminal Code*.



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VIOLATIONS Directors are expected to set and lead by example. In all business dealings, honesty and integrity are not only expected, but required.

Members of the Board of Directors are required to act in an ethical manner at all times. Behaviours board members engage in which may be considered unethical, and/or are in contradiction with North Peace Housing Foundation's mission, vision or values, may result in being asked to step down from the board.

MUTUAL RESPECT North Peace Housing Foundation recognizes that to achieve its vision, the atmosphere and environment it provides must be such that it demonstrates respect, dignity, equity and safety for all. North Peace Housing Foundation also promotes responsibility, respect, civility, and professional excellence in a safe work-environment.

As such, board members are expected to treat each other as well as the staff and clients of {North Peace Housing Foundation} with respect. Disrespectful behaviour during, or outside of board meetings, towards other members of the board, or North Peace Housing Foundation staff or clients is strictly prohibited.

DISCRIMINATION Every person with the right to equal treatment with respect to services, goods and facilities, without discrimination based on any protected ground.

HARASSMENT Harassment, as with discrimination, is prohibited under the Canadian *Human Rights Act* and may be physical, verbal, written, or visual and includes the use of the Internet. Harassment does not necessarily need to target a specific individual. A single act or expression can constitute harassment.

Examples of harassment include, but are not limited to:

- Jokes or hostile comments relating to physical characteristics, ancestry, or age;
- Physical or verbal teasing;
- Displaying or passing around sexist, racist or derogatory pictures, materials or graffiti;
- Intimidation, offensive remarks, belittling and threatening behaviour;
- Obscene and/or offensive gestures;
- Inquiries or comments about a person's sexual activities or sexual preferences;
- Practical jokes which cause awkwardness, embarrassment, endanger safety, or otherwise affect others negatively;
- Derogatory nicknames; and/or
- Physical or sexual unwelcome contact.

Reporting Discrimination and/or Harassment

Any members of the Board of Directors who feel that they have been victims of, or witness to harassment or discrimination should report the incident to the Chairperson of the Board or the Executive Director immediately.

Board members are also within their rights to make formal reports to the police as they see fit.



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CONFIDENTIAL INFORMATION

To ensure the safe-keeping of North Peace Housing Foundation's trade-secrets and confidential information, directors may be required to sign a Confidentiality Agreement prior to their participation on the Board.

CONFLICTS OF INTEREST

Board members are prohibited from continuing their participation on the board if, in doing so, their actions could constitute a conflict of interest. In the event that a change in circumstance could create a conflict of interest, the board member is required to report it immediately. Failure to report a conflict of interest of any kind may result in expulsion from the board.

OPENNESS

Board members will disclose their involvement with other organizations, businesses and activities which may reasonably be seen to call into question their impartiality in discussions or decisions of the board, even when such involvements do not rise to the level of legal conflict of interest.

COMMITMENT

Board members will refrain from discussing individually identifiable views of board members and their differences of opinion on the board outside of the board meetings.

Once passed, Board members will support and defend Board decisions, even if one's own view is a minority one. If ethically unable to support or defend a decision of the Board, the Board member will, at a minimum, respectfully support the right of the Board to make majority supported decisions.

RATIFICATION

Upon adoption and signing of the NPHF Member Code of Conduct & Ethics, and thereafter at future annual organizational meetings, each member will sign the Member's Statement as outlined in this policy

Upon appointment to the NPHF Board of Directors from their participating municipality and at the annual organizational meeting of the Board, the first order of business for every member shall be the acceptance of the NPHF Member Code of Conduct & Ethics as outlined in this policy section.

Should a member choose not to sign the Member's Statement as set out in the policy, the Chief Administrative Officer will contact the member's participating municipality requesting that a replacement be appointed to the Board.

Adopted


Hazel Reintjes (Board Chair)

Date:


December 4, 2019