



vancouver
foundation

Code of Conduct and Ethics

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Approved by: Board of Directors



We, as Vancouver Foundation professionals (staff and volunteers), dedicate ourselves to carrying out the mission of this organization. We will do the following:

1. Recognize that the chief function of Vancouver Foundation at all times is to serve the best interests of our constituency.
2. Accept as a personal duty the responsibility to keep up-to-date on emerging issues and to conduct ourselves with professional competence, fairness, impartiality, efficiency, and effectiveness.
3. Respect the structure and responsibilities of the Board, provide them with facts and advice as a basis for their making policy decisions, and uphold and implement policies adopted by the Board.
4. Conduct our organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
5. Manage the funds and resources entrusted to us prudently and serve as a responsible steward of these assets. Our reports, documents and financial statements reflect accurate reporting with clear public disclosure.
6. Exercise discretion reasonably and in good faith under the law to carry out the mission of Vancouver Foundation.
7. Conduct ourselves in a manner that complies with applicable laws and regulations.
8. Serve with respect, concern, courtesy, and responsiveness in carrying out Vancouver Foundation's mission.
9. Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all our activities in order to inspire confidence and trust in our activities.
10. Prevent conflicts of interest from creating actual or potential impropriety that could undermine our effectiveness and reputation, as per the Foundation's Conflict of Interest Policy.
11. Respect and protect privileged information to which we have access in the course of our official duties.
12. Strive for personal and professional excellence and encourage the professional developments of others.
13. Promote diversity and inclusiveness in all of our recruitment practices and promote a work environment where every employee or volunteer is valued, treated fairly and given the opportunity to use their talents and abilities.

Any Vancouver Foundation Staff, volunteer or community member who believes the Code of Conduct and Ethics has been violated is obligated to promptly report their concerns to the Director of Human Resources and/or Chair of the Governance and Human Resources Committee. All reports of a suspected violation will be investigated and acted upon in confidence to the extent possible. Upon completion of the investigation, Vancouver Foundation will take such action as it deems appropriate under the circumstances. If it is found, as a result of a thorough investigation, that an employee has violated the Foundation's Code of Conduct and Ethics, they may be subject to disciplinary action up to and including dismissal.

Vancouver Foundation will not tolerate retaliation against any employee who makes a good faith report or who cooperates with the investigation of a complaint.