



# Code of Conduct and Ethics

Approved Date: December 2022  
Approved by: Board of Directors  
Review Date: December 2024



## **PURPOSE**

The purpose of the Code of Conduct and Ethics (“Code”) is to:

- Serve the best interests of Vancouver Foundation’s (the “Foundation”) constituency;
- Assist in promoting honest and ethical conduct and handling conflicts of interest;
- Encourage full, fair, accurate, and timely disclosure;
- Ensure compliance with applicable laws, rules, and regulations;
- Ensure the protection of the Foundation’s interests, including assets and confidential information; and
- Deter wrongdoing or abuse of resources.

This Code is applicable to all Foundation Board of Directors (“Director” or “Directors”), officers, employees, contractors, and volunteers (collectively referred to as “you”) and it provides general guidance on the standards of conduct and ethics expected. The Foundation expects you to rely on judgement and be guided by both the letter and spirit of this Code and the Foundation’s policies. If you are unsure, ask questions before you act. Employees should refer to their people leaders whenever they have questions regarding this Code and Board members should refer all questions to the Board Chair.

### **1. RESPECTING & ABIDING BY THE LAW**

You must comply with all applicable laws, statutes, regulations, and bylaws. You must not commit or condone an illegal act nor instruct others to do so. Legislation, regulations, bylaws, and policies apply to many aspects of the Foundation’s business, including the kinds of support offered by the Foundation and the way in which they are offered.

### **2. HONESTY & INTEGRITY**

As a community foundation, our success in serving our communities depends on the honesty and integrity of each of you. Your conduct has a direct effect on how our communities view the Foundation, which means that you must demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all your activities so that the Foundation may inspire confidence and trust in its activities. Honesty, integrity, and adhering to high ethical standards must underlie all our actions and decision making.

#### **2.1 Responsible Stewardship**

Significant resources have been entrusted to the Foundation and inappropriate use of these resources is an abuse of trust. It is the responsibility of everyone to ensure that the funds and resources that are entrusted to us are managed prudently. We all must perform our roles to effectively steward these assets. All reports, documents, and financial statements must reflect accurate reporting with clear disclosure.

In addition, you must make every effort to protect Foundation property and assets from theft, fraud, harm, loss, or misuse, especially those that are in your custody or control, including mobile devices and laptops.

## **2.2 Reconciliation, Justice, Equity, Diversity, Inclusion (“JEDI”), and Safe Workplaces**

The Foundation embraces a culturally safe and inclusive workforce that represents the communities it serves. The Foundation recognizes that power imbalances are inherent in western systems and is committed to using trauma-informed, community-driven engagement to create a more ethical way to engage with Indigenous people and communities by prioritizing Indigenous peoples’ needs.

The Foundation is committed to the promotion of diversity and inclusiveness in all recruitment practices and a work environment where you are valued, treated fairly, and given the opportunity to use your talents and abilities. Discrimination based on Indigenous identity, race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, age, or class of person is not acceptable and will not be tolerated. You will be treated with dignity, respect, and fairness consistent with human rights legislation and the Foundation’s commitment to justice, equity, diversity, and inclusion.

The Foundation recognizes that importance of Reconciliation and will reflect this through its hiring practices, internal processes, and work environment.

Vancouver Foundation will promote an environment that is safe and respectful and free from bullying, harassment, discrimination, violence and other unacceptable behaviour as defined in the *Discrimination and Inclusiveness Policy*.

## **2.3 Fundraising**

The Foundation will be truthful in all solicitation materials and will respect the privacy of individual donors and expend funds consistent with donor intent. The Foundation will disclose all important and relevant information to potential donors.

All donors will be informed of the mission of the Foundation, the way the resources will be used, and the Foundation’s capacity to use donations effectively for their intended purposes. The Foundation will have in place mechanisms to assure donors that their gifts will be used for the purposes for which they were given and donors may also be assured that information about their donations is handled with respect and confidentiality to the extent provided by law.

## **2.4 Grantmaking**

In making grants, the Foundation respects the rights of grant seekers and grantees and will enable constructive relationships based on mutual respect and shared goals. The Foundation is committed to using a trust-based approach to its philanthropy and to communicating with grant seekers and grantees clearly and on a timely basis and to treat all fairly and with respect. The Foundation also recognizes that it is accountable for ensuring grants are accessible, especially for communities and organizations that have traditionally experienced barriers to accessing Foundation grants.

The Foundation will regularly review program effectiveness and will implement mechanisms to promote learning from its activities and will respond to the needs of its constituencies.

## 2.5 Use of Internet, Email and Electronics, and Social Media

Network access and email are provided to you as a tool to support your business needs and you are expected to use them responsibly and productively. The Foundation monitors email usage and personal use must be limited to a reasonable amount and not interfere with your duties.

Sites that may contain inappropriate, offensive, or malicious content are strictly prohibited and emails sent via the Foundation's email system must not contain content that is deemed to be offensive, which includes, but is not limited to, the use of vulgar or harassing language, videos, or images. You must not access, post, send, or download any information that could be insulting or offensive to another person.

When using social media for personal use, you must do so responsibly. You should be aware that communications outside of work could negatively impact the Foundation and its reputation. You could be considered to be representing the Foundation both in and outside of work and must be guided by the values and standards articulated within this Code.

## 3. MANAGING CONFLICTS OF INTEREST

Conflict of interest is defined as a situation in which your personal or business interest(s) conflicts with the interest(s) of the Foundation. You must act in accordance with your fiduciary duties as prescribed by law and the policies of the Foundation. You must avoid activities or circumstances that create conflicts of interest between your personal or business interests and your Foundation responsibilities. The purpose of this is to protect the integrity of the Foundation and the organization's decision-making process, as well as to enable our stakeholders to have confidence in the integrity, intentions, and actions of all of you.

Your primary loyalty is to the Foundation when functioning in the capacity of an employee, officer, Director, or volunteer. You must avoid having your decisions on behalf of the Foundation influenced (or be perceived to be influenced) by conflicting interests. In any situation where there is a conflict or you suspect a conflict may arise, you must bring the situation to the attention of your leader or the Director, Human Resources. In the case of members of the Board of Directors, this must be discussed with the Chair of the Board.

You may not derive any improper benefit of any kind by taking advantage of your position at the Foundation. Any decision made by you in the course of carrying out your responsibilities is to be:

- Made in an objective manner;
- Based solely on the best interests of the Foundation; and
- Unaffected by any consideration of personal gain for you or for anyone personally associated with you, including friends and relatives.

For further information regarding conflicts of interest, refer to the *Conflict of Interest Policy*.

## 4. PROTECTING CONFIDENTIAL INFORMATION

### 4.1 Privacy

In the course of carrying out your Foundation responsibilities, you may gain access to confidential (non-public) information concerning the Foundation, our stakeholders, or employees. Respecting privacy is a requirement for everyone engaged in Foundation business. You are responsible for safeguarding information possessed by the Foundation from unauthorized access or disclosure and must adhere to applicable privacy legislation.

### 4.2 Information Security

You also have a responsibility to ensure that you adhere to the Foundation's policies regarding information security. It is your responsibility to take the necessary steps to protect your login ID, passwords, digital signatures, or other means you use to identify yourself to the Foundation's computer network and to otherwise protect the Foundation's computer systems from unauthorized access.

## 5. REPORTING A CONCERN

Violations of this Code, or other Foundation policies, can subject you to disciplinary procedures, which may include termination of employment.

If you become aware of or suspect any violation of the Code or related policies by any employee, officer, Director, or volunteer, you have a responsibility to report it immediately. Violations must be reported to your leader or Human Resources and in the case of Directors, to the [Chair of the Board](#). If you have a concern about the Chair of the Board, this may be reported to the [Governance & Human Resource Committee](#). If you are not comfortable with any of these channels, you must report the violation through the Ethical Reporting Hotline (1-800-661-9675) which provides a mechanism to report violations anonymously and confidentially, via an independent third party.

The Foundation is committed to protecting you from any form of retaliation or reprisal for reporting, in good faith, a possible violation of the Code.

## 6. MONITORING AND REVIEW

This Code of Conduct will be reviewed by the Foundation's Board of Directors every two years or sooner if required.