

Code of Conduct

INTENT

Habitat for Humanity Ontario Gateway North is committed to providing a safe, healthy workplace that promotes a high level of job satisfaction and a respectful work environment. We believe that it is a shared responsibility of all employees to work towards the constant improvement of our workplace. To assist the organization in maintaining a model work environment, we require that all employees and volunteers of Habitat for Humanity Ontario Gateway North conduct themselves in an ethical and professional manner, always. This Code of Conduct applies to all HFHOGN board members, employees and volunteers.

This Code of Conduct is intended to offer a broad range of guidance about the standards of integrity and business conduct expected. It does not promise a roadmap for every situation. For this reason, the Code does not relieve board members, employees, and volunteers of the responsibility and accountability to exercise good judgement and, in circumstances where they are unsure as to the proper course of action, to seek guidance from others.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

Habitat for Humanity Ontario Gateway North is a registered charity that works to bring communities together to help people build strength, stability, and self-reliance through affordable housing and equity building programs.

Our mission, in the service of those needing a 'hand up', inherently spans ethnicities, religions, age demographics, physical abilities and limitations, gender, sexual orientation, and gender identity. We are proud to say that our OGN partner families include same-sex couples, those with mobility challenges, older and younger families, Indigenous peoples, and other minority groups. We help all people of lower income.

In keeping with our commitment to diversity, equity and inclusion, many people with diverse talents and perspectives work together to deliver housing of the highest possible standard.

GUIDELINES

To preserve the ethical business principles that our organization is founded upon, behaviours and actions as listed below are unacceptable and won't be tolerated:

1. Harassment and any chance of perceived harassment;
2. Discrimination;
3. Uncompliant with employee and/or volunteer safety;
4. Criminal;
5. A negative influence on workplace morale; or
6. Detrimental to the success of our business.

Habitat for Humanity Ontario Gateway North reserves the right to discipline and, in certain cases, terminate the employment or volunteer relationship of any stakeholder for participating in conduct that violates Habitat for Humanity Ontario Gateway North's Code of Conduct standards and policies.

Employees and volunteers must be familiar with the corporate policy framework that guides and governs stakeholder behaviour in the performance of their day-to-day activities and conduct themselves in a manner consistent with those policies and this Code of Conduct.

Board members, volunteers and employees are expected to review and consult these policies as required in order to ensure their compliance with policy provisions.

PRIVACY AND CONFIDENTIALITY

Habitat for Humanity Ontario Gateway North is committed to respecting the collection, use, and nondisclosure of employee, volunteer, and donor personal information in accordance with all requirements set out in the Personal Information Protection and Electronic Documents Act.

Employees and volunteers who might be collecting, maintaining and/or using personal information are responsible for complying in all respects with Habitat for Humanity Ontario Gateway North policies and procedures governing the collection, use and disclosure of this information.

PROTECTION AND USE OF PROPERTY

Employees and volunteers should not use Habitat for Humanity Ontario Gateway North property or assets for anything other than legitimate Habitat for Humanity Ontario Gateway North business purposes. Employees and volunteers are expected to take good care of Habitat for Humanity Ontario Gateway North property and not expose it to loss, damage, misuse, or theft.

PROTECTION AND USE OF INFORMATION TECHNOLOGY ASSETS

Employees and volunteers have an obligation to protect and use Habitat for Humanity Ontario Gateway North's Information Technology (IT) assets responsibly, in conformity with applicable federal and provincial laws, for the purpose of their work, and to take reasonable steps to safeguard these assets from damage, loss, or theft.

Employees and volunteers are provided with access to Habitat for Humanity Ontario Gateway North IT assets, including computers, email, and mobile phones, for business use and for the purpose of performing job-related activities. Although some limited personal use will be tolerated, it is subject to Habitat for Humanity Ontario Gateway North policy and must not interfere with or detract from employee and volunteer assigned tasks.

DEALING WITH CONFLICTS OF INTEREST AND PERCEIVED CONFLICTS OF INTEREST

Employees and volunteers are expected to adhere to the highest ethical standards with respect to (perceived) conflicts of interest, outside activities, the acceptance of gifts, and in all dealings related to their position with Habitat for Humanity Ontario Gateway North. Employees and volunteers must ensure, to the extent possible, that their personal interests do not come into conflict with those of Habitat for Humanity Ontario Gateway North. If a (perceived) conflict does arise, it must be resolved in favour of the best interests of Habitat for Humanity Ontario Gateway North. This means that:

- Employees and volunteers are required to perform their duties and arrange their private affairs in a manner that will prevent actual, apparent, or potential conflicts of interest from arising.
- Employees and volunteers are expected to act in a manner that will bear the closest public scrutiny in all dealings related to Habitat for Humanity Ontario Gateway North.
- Employees and volunteers should not knowingly take advantage of, or benefit from, information that is obtained in the course of their official duties and that is not generally available to the public.
- Employees and volunteers should not accept gifts, or other benefits, that may have an actual, apparent, or potential influence on their objectivity in carrying out their official duties or that may place them under an obligation to the donor.

REFERENCES

Policies and other reference material relating to this Code of Conduct are available upon request.

INTERPRETATION AND APPLICATION

All questions pertaining to the interpretation or application of this policy should be referred to the Chief Executive Officer or delegate.

ACKNOWLEDGEMENT AND AGREEMENT

I, _____, acknowledge that I have read and understand the Habitat for Humanity Ontario Gateway North Code of Conduct. Further, I agree to adhere to this Code and policies and will ensure that employees and volunteers working under my direction adhere to this Code and policies. I understand that if I violate the rules/procedures outlined in this Code, I may face corrective action, up to and including termination of employment or volunteer relationship.

Signature:	_____
Name:	_____
Date:	_____
Position:	_____
Witness:	_____