

Regina Open Door Society Code of Conduct



GENERAL STATEMENT OF COMMITMENT

RODS is committed to meeting the needs of newcomers by offering programs and services that enable them to achieve their goals and participate fully in the larger community. The code of conduct provides guidelines to staff, volunteers and the board of directors in achieving RODS' goals by maintaining integrity and professionalism at all times.

PROFESSIONAL CONDUCT

All RODS employees will:

- Support and manifest RODS mission, vision & values in the performance of their professional responsibilities
- Carry out their professional responsibilities according to the requirements of their position to meet or exceed expectations
- Provide service in an honest and diligent manner
- Seek assistance when confronted by issues which exceed or are outside of their qualifications and/or experience

CONFIDENTIALITY

Confidentiality defines and describes the management of confidential information for all clients, employees, board members, committee members, volunteers and contract professionals of RODS.

Philosophy: RODS believes that client and employee information is confidential and every safeguard should be taken to ensure information is kept confidential.

Responsibilities and Guidelines

Clients, employees, board members, committee members, volunteers and contract professionals agree not to disclose any confidential information learned through affiliation/employment with RODS or after the term has ended.

Examples of confidential information may be:

- Names, addresses, phone numbers
- Digital and electronic information

- Personal affairs of clients, employees or board

Examples of a breach of confidentiality:

- Unauthorized use of photos
- Sharing of information or discussion of work related topics via social media (Facebook, Twitter) or through other verbal, written, or electronic means
- Sharing of proposals, curricula, program content
- Sharing details or a description that would compromise a person's identity

Appropriate sharing of information is:

- Between employees when it impacts client services
- With other organizations or individuals when consent or release of information has been signed

FINANCIAL ACCOUNTABILITY

RODS will adhere to generally accepted accounting principles, applicable laws, regulations and internal accounting control systems. RODS acknowledges the receipt of public funds for our programs and is transparent in the use of these funds. An audited financial statement is published for public viewing once per fiscal period in our annual report.

IMPROPER USE OF INFORMATION

All RODS employees, volunteers and board of directors are prohibited from using documents, records, proposals, teaching materials etc. for personal gain.

“Intellectual Property Right” means any intellectual property right recognized and protected by common law or statute, including but not limited to, copyrights, patents, industrial design, trademarks, and trade secrets.

Where in the course of carrying out services, RODS produces any work, materials, documents, etc. these rights shall be owned solely by the funder or RODS.

CONFLICT OF INTEREST

In general terms, conflict of interest can either be a conflict with the overall goals and objectives of the organization or a situation which involves monetary or other gain for the employee at the expense of RODS. Some examples of conflict of interest are:

- Public disclosure of material detrimental to the organization
- Alternate employment performed during working hours

- Alternate employment which puts the employee in a competitive position with RODS
- Arrangements with suppliers of goods and services to RODS that result in favouritism and/or preference to those same suppliers and/or the employee

Employees will not engage in any outside activities that will affect their work performance, be detrimental to, or result in collusion against the Regina Open Door Society Inc.

Where it is determined that an employee of RODS is in a conflict of interest situation, it will be regarded as cause for discipline up to, and including dismissal. If an employee is not sure if a situation is a conflict of interest, or could be perceived as such, the onus is on that employee to seek clarification from their Department Manager or designate.

DRUG/ALCOHOL INFLUENCE

Employees, board members, committee members, volunteers and contract professionals shall not be under the influence of drugs/alcohol while performing duties related to RODS. Repeated abuse of drugs or alcohol during RODS duties may be grounds for termination as a volunteer or in the case of an employee immediate dismissal with just cause without notice or pay in lieu of notice.

PROFESSIONAL RELATIONSHIPS

To avoid nepotism, RODS will not hire family members of the Board of Directors or the Executive Director. Applications for employment from family members of RODS employees will be reviewed, by all parties concerned, depending on the position and department applied for.

In addition, RODS will refrain from having employee and family members of employees serve on the RODS Board of Directors.

IMPROPER USE OF ASSETS

It is the responsibility of RODS employees, board members, committee members, volunteers and contract professionals to prevent the loss, damage, misuse or theft of property, records, funds or other assets belonging to the organization. The assets of RODS are not for personal use and shall be strictly for the business of the organization.

GIFTS & GRATUITIES

RODS employees shall not accept monetary gifts or gifts of a personal nature for the purpose of bribery or favoritism. Small tokens of gratitude may be received and whenever possible shared with other employees and/or clients.

DRESS CODE/PERSONAL APPEARANCE

Maintaining a professional, business like appearance is very important to the success of the Regina Open Door Society (RODS).

Regardless of the employee's interaction with clients, customers, suppliers, contractors, or volunteers, each employee projects the reputation of the organization. Part of this impression depends on each employee's choice of dress.

RODS has chosen to offer a casual dress environment for employees. Employees are expected to use good judgment and to show courtesy to their co-workers and clients by dressing in a manner that is presentable and appropriate. At all times employees are asked to be cognizant that regardless of their interaction with clients, customers, suppliers, contractors, or volunteers, RODS is still a professional place of business.

Should employees be asked to attend business meetings, either in RODS offices or otherwise, they should dress in appropriate business attire.

IMPLEMENTATION

Strict observance of the Code is fundamental to the activity and reputation of RODS. It is essential that all RODS staff, volunteers and board of directors adhere to this Code. They will certify this by signing a declaration that they have read and will abide by this Code.