



Research & Ethics Committee (Virtual)

[Q3 Research & Ethics Committee \(Zoom Link\)](#)

Meeting ID: 854 8878 1604 Passcode: 392216

AGENDA

January 18, 2022

Item	Description	
1	Call to Order & Introductions	Keith McAlpine
2	Approval of Previous Minutes – October 5, 2021	Keith McAlpine
3	Declarations of Conflict of Interest	Keith McAlpine
4	Business Arising: YCC Code of Ethics	Keith McAlpine/Tony Weeks
5	Research & Ethics Report for Q3 – October 1, 2021 – December 31, 2021 1. General Q3 Commentary 2. New Research Proposals, HSPP Round 3 – Partial Results 3. Status of Current Research Projects 4. Operational Updates 5. Progress on Strategic Goals	Justine Henry
6	Discussion	
7	New Business <ul style="list-style-type: none"> • Reconnecting with GENIE – Research Approval • Passively Monitoring to Actively Predict – Research Approval 	Justine Henry
8	Date of Next Meeting: Tuesday April 12, 2022 @ 2pm	

Minutes of meeting

Research & Ethics Committee

At York Care Centre, 100 Sunset Drive, Fredericton NB

On October 5, 2021 at 2:00pm (Virtual Meeting)

Present: Keith McAlpine (Chair), Lyne St. Pierre-Ellis, Gary Beattie, Donna Curtis Maillet
Staff: Tony Weeks, Justine Henry, Jamie Roy

1) Call to Order

Mr. McAlpine called the meeting to order and introduced the Committee. Ms. Roy, VP Care Services & Quality introduced herself to the Committee.

2) Approval of Minutes – April 13, 2021

It was moved by Mr. Beattie and seconded by Ms. St. Pierre-Ellis that the minutes be accepted as presented by the Research and Ethics Committee. Motion carried

3) Declarations of Conflict of Interest

Mr. McAlpine asked members if there was a need to register a conflict of interested. No conflicts were identified. The meeting was held virtually due to COVID-19.

4) Business Arising

5) Code of Ethics

Mr. Beattie suggested the Code of Ethics is kept as an agenda item and Mr. Weeks confirmed the document will be edited to reflect all three companies. Ms. Roy can also provide input on the operational processes.

6) Research & Ethics Report for Q2 (July 1 – September 30, 2021) Justine Henry

Ms. Henry presented the report highlighting:

- Four abstracts accepted to the Canadian Association on Gerontology conference. (Virtual). Each of the CIRA Research Coordinators have an accepted poster.
- The New Brunswick Health Research Foundation conference is planned to meet in person. CIRA has an exhibitor Booth and plan to exhibit demonstrations of the CIRA research project technology.
- Age-Well Aging Tech Innovation featured a YCC resident in a video feature. Airing Thursday or Friday. Copy to be shared at the next meeting.
- Symposium 2022, September 2022. Moving forward with the planning. Reaching out to potential sponsors in October/November. The event will be a mixture of health care focus, Community focus and Research.
- Genie Donation – a telecommunication portal has been donated to the Memory Lane Unit. CIRA is considering a research study with the use of Genie with a population with cognitive decline. Hoping for a delivery by late October.
- Awaiting confirmation of seven funding opportunities as part of the Health Seniors Pilot Project. Some restructuring will be involved for project timelines. Funding for all seven projects would be around \$3 – 4m funding and would involve 23 new hires.
- Current research projects are progressing well and actively recruiting LTC volunteers. Many of the volunteers are working with the 'To Race With Me' program. Hoping to introduce a second device.
- CanImmunize: is on track but currently on hold.
- MedReviewRx: – It is hoped that residents at Loch Lomond Villa will participate in survey to boost participant numbers to between 60-70.

- Palliative e-learning: Valuable information received and learning experience. The data analysis should see interesting comparisons among the groups. This project is status quo moving forward.
- CIRA has applied for a St. Thomas University intern for the Winter semester.
- Progress on Strategic Goals - InterRal webinar was hosted last week – 38 participants including care staff, administrators and stakeholders across NB attended. The discussion was eventful with good learning outcomes. Around 15 participants have reached out since the event to find out more about the project and iTacit training modules. Mr. Weeks congratulated Ms. Henry on facilitating the webinar and representing YCC.

7) Discussion

Mr. Beattie asked whether the iTacit Palliative Care modules could be sold to other organizations and Ms. Henry confirmed the content is created by Victoria Hospice but thought there could be an adaptation to it and using iTacit is a good province-wide platform to use.

8) New Business

Mr. Weeks confirmed he will extend the COVID updates at the Board of Directors meeting.

Mr. weeks also advised Mr. McAlpine that paper work will be signed off by the R&E committee once they are approved.

It was moved by Mr. Beattie that the meeting adjourn.

Keith McAlpine, Chair

Caroline Marygold, Minutes



REPORT TO THE RESEARCH & ETHICS COMMITTEE

October 1, 2021 – December 31, 2021

Quarter 3

The purpose of this report is to apprise the Board's Research and Ethics Committee of key activities within each quarter of the fiscal year, including an update on key performance indicators and the strategic plan's research pillar. Accordingly, the Committee receives four reports per year with content from the following senior leaders.

Senior Leader

Justine Henry, Executive Director of CIRA
Jamie Roy, Vice President, Care Services & Quality

Key Areas of Reporting

Research Services
Ethics

1. General Commentary

CAG: CIRA presented four posters virtually at the Canadian Association on Gerontology conference, held virtually on October 21st – 23rd. Each research coordinator was responsible for leading the poster session and engaging with attendees. The conference was a success, and each poster session had several views/questions.

NBHRF Booth Update: Due to the increase in Covid-19 cases and since Moncton was in the Red Phase, CIRA chose not to attend the NBHRF conference on November 18th and 19th. NBHRF confirmed that CIRA will always have a spot for an exhibitor booth (free of charge) at all future conferences.

Age-Well Aging Tech Innovation Week Update: The video was presented at the Aging Tech Innovation week in early October and was shared on all CIRA social media pages.

https://www.youtube.com/watch?v=OEvluo4EvOc&list=PLcZNKfuxT5WU58YjcljyluBAiZC-Y46O&index=18&ab_channel=AGE-WELLNCE

Symposium 2022: work has been done on the logo and overall design of the marketing materials. A letter has been drafted for potential sponsors. Documents from previous

Genie Donation Update: Genie has experienced some delays in the software development. The phone booth for Birch Grove is built and will be shipped to YCC by the end of February, along with an updated Genie unit. CIRA is working with the unit coordinator in Birch Grove to design a small scale study on the use and feasibility of Genie for residents living with dementia.

AGE-Well Podcasts: as part of knowledge translation requirements for the Healthy Seniors Pilot Project, CIRA has completed three podcasts with the Age Well Innovation Hub (MedReviewRx, Promoting Physical Activity, and VR for Rehab). Production should be completed in January 2022, and they will be posted on the CIRA website and social media platforms.

MEKTU (Monitoring, Evaluation, and Knowledge Transfer Unit) Website: all funded HSPP project plain language summaries are now available on the MEKTU Website for public viewing.

<https://www.unb.ca/nbirdt/mektu/>

HSPP Showcase: Cody Davenport presented the MedReviewRx project at the first MEKTU HSPP Showcase. The Showcase highlighted funded HSPP projects from each of the five knowledge areas. The goal of the showcase is to not only highlight funded projects within the HSPP community, but for the public, local organizations, and stakeholders.

2. New Research Proposals, HSPP Round 3 – Partial Results

The following proposals have been submitted for consideration as part of the Healthy Seniors Pilot Project, Round 3. As of December 31st, no funding decision has been made. However, during the creation of this report in January 2022, CIRA received notice that **TWO PROJECTS WERE FUNDED (please refer to the attached Research Approval Forms for more detail):**

- ✓ **GENIE:** deployment and assessment of GENIE in rural settings across New Brunswick.
- ✓ **Dementia in the community:** evaluation of a non-intrusive passive monitoring system and behaviour mapping program for older adults living with dementia in New Brunswick, and the impact on the mental health of their caregivers.

To date, CIRA has not received any communication for the following proposals:

Adopt-a-Grandparent-Elder: assessment and evaluation of the AGE program in New Brunswick

New Brunswick Seniors Advocate: creation of an older-persons rights indicators framework (OPRIF) to promote community education and policy change.

PITCH: implementation and assessment of an adaptable proactive health monitoring platform across three levels of care in New Brunswick.

Novalte: evaluating the use of assistive technology on time to care for nursing home staff in New Brunswick.

Essential Caregivers: conduct a New Brunswick wide needs and feasibility assessment of an Essential Caregiver Training program.

3. Status of Current Research Projects

Virtual Reality to Promote Rehabilitative Exercises in Seniors

- 19/48 facility-based participants: Carleton Manor (3) + York Care Centre (12) + Nashwaak Villa (3) + Windsor Court (1)
- Of the 19 facility-based participants, 7 participants (4 from York Care Centre + 1 from Windsor Court + 2 from Nashwaak Villa) have fully completed the project and 1 participant (from York Care Centre) dropped out.
- We have recruited 3/48 home-based participants in the community, of which 2 are active and 1 will be active soon.
- We have changed a criterion for our community participants, where participants are no longer required to be a recipient of EMP services to be eligible for our project - essentially opening the project to all seniors aged 65 and over with function/mobility decline or those who could simply benefit from maintenance activity.

Promoting Physical Activity with Augmented Reality Experiences

- 10 residents are regularly using the 2RaceWithMe (up to 5 times/week).

- Participants have provided the following feedback about the 2RaceWithMe program ... “it’s my treat of the day” and “I highly recommend it” and “that was fun”.
- A new computer with software updates was provided by Centivizer in December 2021. Approximately 50 new videos (Canadian content) were added to the program because of the update.
- The Moncton site (Faubourg du Mascaret) is preparing for a project launch once REB Amendments have been approved. Updated documents were provided to the REB Committee (Université de Moncton) on December 13, 2021.
- Weekly meetings are ongoing with the project team. Staff from the Faubourg du Mascaret joined the project team meetings in November 2021.
- A project update (in French) is targeted to be included in a MEKTU “Showcase” in the spring/summer of 2022.

CanImmunize

- Research coordinator was off work for 2 months total
- Baseline data collection to commence in mid-late January.
- Study will no longer rely solely on an app - new web-based portal will be more accessible to older adults and their caregivers.
- Plans to extend project from Dec 21 to Oct 2022 to maximize data collection period after experiencing several development delays.

MedReviewRx

- Participant numbers: a total of 93 residents and 8 caregivers between 2 study sites (YCC and LLV) have completed the Revised Patients’ Attitudes Towards Deprescribing questionnaire.
- Started the intervention phase at YCC in November 2021 and are set to start the intervention phase with two more sites in February 2022.

Palliative e-Learning

- 5/12 modules deployed to staff (see below for # of participants)
 - Module 1 – 75
 - Module 2 - 69
 - Module 3 – 65
 - Module 4 – 75
 - Module 5 – 21 (due on January 28th)

- No change yet: 7 pre-test informal interviews conducted with front line staff (currently coding and working on thematic analysis)
- 19 family surveys completed (goal to reach 20) – more surveys to be conducted at a later date
- 54 pre-test staff surveys conducted

4. Operational Updates

Marc-Eric Nadeau put in his notice mid-November and ended his position on December 23, 2021. He has decided to switch to full-time status for his masters and expressed how much he enjoyed working with CIRA.

CIRA was successful in their application for a St. Thomas University intern. Stephanie Warren, a third-year undergraduate student in Psychology, will commence her placement on January 10th, 2022 and will be with CIRA until the end of April 2022. She will be primarily assisting with the Promoting Physical Activity Project, among other duties.

5. Progress on Strategic Goals

Research Goals	Q1	Q2	Q3	Q4
<p>Launch an LTC Centre of Excellence to support sector-wide skills advancement, process improvement, and leadership development.</p> <p>Note: A proposal has been submitted to government for consideration of overall LTC reform in support of this goal.</p> <p>Goal date: December 31, 2021</p>	15%			
<p>Organize and deliver an interRAI process review presentation to LTCF's across New Brunswick.</p> <p>Goal date: September 30, 2021</p>	100%			
<p>Deliver a research open house to introduce staff and the community to research at CIRA.</p> <p>Goal date: March 31, 2022 (plan), event in September 2022</p>	15%			

The symposium is now being planned for September 2022.



Research Approval Form

Date: January 12th, 2022

Recommended Action: REC Committee make a recommendation to the Board of Directors to approve the proposed research project.

Title of the proposed research study:

Reconnecting with GENIE: Evaluating the impact of a telecommunications portal on social isolation experienced by residents living in long-term care in New Brunswick

Anticipated start date: January 30th, 2022

Anticipated completion date: March 31, 2023

1. Description:

The goal of the present study is to implement GENIE in a subset of rural long-term care facilities in New Brunswick. We will recruit a minimum of 50 residents and their families as GENIE users, with residents at other similar long-term care facilities serving as experimental controls.

Using a mixed-methods design, we will assess the impact of GENIE on social isolation, loneliness, mood and sense of belonging, as well as health outcomes as collected from the interRAI long-term care quarterly assessments. Secondary outcomes to be measured include the experiences of the family members while using the GENIE mobile application and the experiences of the facility staff during the GENIE implementation. This project directly addresses the priority area of 'Social Isolation and Loneliness', but also touches on 'Challenges Related to COVID-19 and Older Adults' due to the profound impact the pandemic has had on residents living in long-term care and their 'Informal Caregivers' due to visitor restrictions, another priority area. Lastly, this project is enabling the 'Use of Supportive Technologies' to promote positive health outcomes.

2. Objectives and anticipated outcomes:

Primary Objectives:

Assess the impact of GENIE on social isolation, loneliness, and depression for residents living in New Brunswick long-term care facilities. using valid and reliable quantitative surveys and semi-structured interviews with resident users.

Assess the impact of GENIE on the health outcomes of resident users using the SF-36 and long-term care interRAI Data.

Assess GENIE satisfaction with resident users.

Assess general frequency of use, and frequency of use of different components of GENIE among resident users and different groups of resident users.

Secondary Objectives:

Determine family members' perceptions of the impact of GENIE on their own and their loved-ones psychological well-being.

Determine the acceptability and useability of the GENIE mobile app by family-users.

Assess GENIE family-user data from the GENIE-APP.

Tertiary Objectives:

Determine the acceptability and useability of GENIE by the staff members in the long-term care facilities.

Assess the barriers and facilitators of implementing GENIE in New Brunswick long-term care facilities by interviewing long-term care staff and management.

3. Project collaborators:

Dr. Odette Gould (Mount Allison University, Academic partner)

Marc Kanik (Ambient Activity Technologies, Industry partner)

Shirley St. Pierre (Community partner)

4. Funding:

Approved for \$490,000 from the Healthy Seniors Pilot project, Round 3

5. Target participants:

A total of seven long-term care facilities have already confirmed their desire to participate in the proposed research study including:

Forest Dale Nursing Home, Alma

Westford Nursing Home, Port Elgin

Kennebec Manor/KingsWay LifeCare Alliance, Saint John

Rexton Lions Nursing Home, Rexton

Moncton Veterans Center, Moncton

Lakeview Nursing Home, Riverview

York Care Centre

The goal is to recruit a total of 10 long-term care facilities; 5 in the intervention group and 5 in the control group. We are aiming to recruit 14 participants in each group, from each facility.

6. Resourcing:

The study is fully funded, and no additional or extra resourcing will be needed from YCC.

7. Alignment with Strategic Plan:

The proposed study aims to enhance the quality of life of older adults living in long-term care and their caregivers. The primary outcomes are social isolation and loneliness, health status, perceived social connectedness, satisfaction with Genie, and staff perspectives.



Research Approval Form

Date: January 12th, 2022

Recommended Action: REC Committee make a recommendation to the Board of Directors to approve the proposed research project.

Title of the proposed research study:

Passively Monitoring to Actively Predict: Establishing a Pattern of Life for Community-Dwelling Seniors Living with Dementia and their Informal Caregivers in New Brunswick

Anticipated start date: January 30th, 2022

Anticipated completion date: March 31, 2023

1. Description:

The goal of this study is to deploy a passive-monitoring system in the homes of seniors living with Alzheimer's disease and related dementia (ADRD) to monitor behavioral patterns and detect abnormalities that might be indicative of disease progression and care needs. Informal caregivers will be given access to a virtual platform to receive notifications and alerts.

2. Objectives and anticipated outcomes:

To establish a pattern of life using the HomeEXCEPT platform for community-dwelling seniors living with ADRD and detect changes in behaviours.

To determine the impact of receiving information from the HomeEXCEPT platform on the psychosocial health status of informal caregivers for seniors with ADRD.

Evaluate the experiences and usability of the HomeEXCEPT platform from seniors living with ADRD and their informal caregivers.

3. Project collaborators:

Aimée Foreman, CEO, Silvermark,

John Robertson, CEO, HomeEXCEPT Inc.

4. Funding:

Approved for \$450,000 from the Healthy Seniors Pilot project, Round 3

5. Target participants:

Participants (both informal caregivers and seniors with ADRD) will come from across New Brunswick. The research team will recruit participants through the placement of advertisements in public locations, through organizational newsletters, and through social and other media outlets. The Alzheimer Society of New Brunswick has agreed to promote participation and support recruitment through its newsletter and social media channels. We will be recruiting participants from across New Brunswick, in both official languages. The only requirements are: 1) seniors with ADRD aged 65 years or older living in the community and at least one of their informal caregivers, 2) access to the internet within the seniors' home, 3) access to either a smartphone, tablet or computer by the informal caregiver. Once recruited, participants will be assigned to the control or intervention group. Participants will be recruited from across New Brunswick since the technology requires no in-home set up. A power analysis for a mixed ANOVA using a medium effect size yields a total sample size of 40. However, due to expected attrition, we are aiming to recruit a total of 60 participants (30 in each group).

6. Resourcing:

The study is fully funded, and no additional or extra resourcing will be needed from YCC.

7. Alignment with Strategic Plan:

The proposed study aims to enhance the quality of life of older adults living with ADRD in the community and their caregivers. The study helps to promote aging in place and will provide valuable evidence-based research on a possible means to allow older-adults to remain independent for longer at home. We hope it will also help reduce caregiver stress and burden.

January 2022

CODE OF ETHICS & PROFESSIONAL CONDUCT

For Employees and Members of the Board



CODE OF ETHICS & PROFESSIONAL CONDUCT

Message from the Board Chair and the President and Chief Executive Officer

The reputation of our organization is shaped by our actions, choices, and decisions each day. Together, we must:

- Work in the best interests of our residents and clients
- Act fairly and objectively
- Recognize and address conflicts of interest
- Think about how our actions may impact our patients, co-workers, clients, and community partners
- Exercise our best judgment
- Protect the confidentiality of the information entrusted to us
- Come forward if we see something significant or material that we think is not in the best interests of the people we serve or our organization
- Have the courage to stand up for what is right

Our Code of Ethics & Professional Conduct (Code) outlines the values, principles and standards of conduct that guide our actions and interactions.

The Code is at the heart of our bylaws, principles, directives, policies, procedures, protocols, standards, codes of practice and any other applicable guidelines, regulations and directives that set out how we conduct ourselves as we carry out our work on behalf of York Care Centre, The Centre for Innovation and Research in Aging, and York Developments, herein referred to “The Organization”.

Sincerely,

Lyne St. Pierre-Ellis
Board Chair



Tony Weeks
President & CEO

CODE OF ETHICS & PROFESSIONAL CONDUCT

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CODE OF ETHICS & PROFESSIONAL CONDUCT

APPLICABILITY

The provisions of this Code are mandatory and full compliance is expected of all employees as a condition of employment. This Code will be supplied to each employee at the time of hiring and will be reviewed annually by employees with supervisors during performance reviews. Any employee who becomes aware of a contravention of the Code must report the facts promptly to his or her supervisor or to a higher authority or see that they are so reported. Employees who make reports in good faith regarding another employee will be protected against retaliation, discipline, and other sanctions as stipulated in the *Whistleblower Protection Policy and the Public Interest Disclosure Act*.

Employees who are members of professional bodies, such as nurses, licensed practical nurses, and accountants must also conform to their respective professional codes of conduct.

Each department may have additional Operational Policies and Procedures that may be applicable in a particular situation. Employees should familiarize themselves with the applicable rules within their department as well as Corporate Policies and Procedures.

The Governance and Audit Committee of the Board of Directors has been charged with the responsibility for monitoring compliance of the Code with respect to the Board of Directors and the Executive.

CODE OF ETHICS & PROFESSIONAL CONDUCT

PURPOSE OF THE CODE

Employees continue to show their support for maintaining a commitment to excellent care to residents of the nursing home and tenants of its independent and supportive living units.

This Code was developed with an understanding that personal integrity is quality of character and cannot be created by written rules. However, in assessing their conduct against general standards of integrity, employees may require some guidance.

The primary purpose of this Code is to provide such guidance to employees in making lawful and ethical decisions during employment.

Employees must fully comply with the rules contained herein which, when used with sound judgment and common sense, protect the organization, its employees, residents, and tenants. Employees who breach the Code may be subject to disciplinary actions up to and including termination of their employment.

BASIC OBJECTIVES

Underlying the Code of Ethics are the following objectives:

- To provide information about standards and practices for employees, prospective employees, and other stakeholders.
- To promote universal understanding and application of ethical standards.
- To assist employees and directors in avoiding situations that might give rise to unprofessional conduct and/or conflict of interest.
- To encourage the most efficient and productive use of corporate resources while discouraging wasteful or fraudulent practices.
- To promote fair and honest dealings amongst employees, fair hiring and promotion practices, and equitable treatment of all employees.
- To assist Senior Management and the Board of Directors in carrying out their responsibility of ensuring integrity of operations.

CODE OF ETHICS & PROFESSIONAL CONDUCT

ABIDING BY THE LAW

The organization has an obligation to comply with all applicable laws and regulations. Employees play a key role in maintaining such compliance.

Employees should make themselves aware of the complex and changing laws and regulations applicable to their functions. Should an employee be in doubt about these legal requirements or their responsibilities, they should contact the Human Resources. A safeguard for employees is strict adherence to this Code, policies and procedures, operating rules and regulations, including governance rules and financial signing limitations.

NON-DISCRIMINATION/RESPECTFUL BEHAVIOUR

All persons are equal in dignity and human rights without regard to race, colour, national origin, place of origin, ancestry, religion, age, marital status, sex (including pregnancy and gender identity), sexual orientation, physical disability, mental disability, social condition (includes source of income, level of education and occupation), political belief or activity, and sexual harassment.

Further information on the topic of work-related discrimination, respectful behavior and human rights is contained in the corporate policy on *Employee Relations Principles*. All employees are required to understand and adhere to the *Employee Relations Principles*.

We seek to foster and promote safety, respect, recognition, and inclusion in the workplace.

CODE OF ETHICS & PROFESSIONAL CONDUCT

HIRING

The organization has implemented and follows policies governing the hiring of new employees. Employees involved in a hiring process are required to be familiar with and adhere to these policies.

RELATIONSHIPS WITH SUPPLIERS

The organization strives to maintain the highest ethical standards in its buying practices. In purchasing materials and services from numerous suppliers within and outside of New Brunswick, we subscribe to the principles outlined in the *Procurement Act* and the *Crown Construction Contracts Act*.

Employees responsible for buying, leasing, or otherwise acquiring materials and services are required to be familiar with these Acts and are required to follow the various procedures laid out by their department.

The organization does not require suppliers to forgo trade with others seeking similar service or products in the marketplace. It may, however, refuse to deal with a supplier who is in a conflict-of-interest situation.

REQUESTS FOR INFORMATION

Unless prohibited by law, the organization meets all reasonable requests for information and provides information that is accurate, complete, and comprehensible. All requests for information are dealt with by the President & CEO and/or their designate.

PUBLIC STATEMENTS/COMMENTS

No employee, unless authorized by the President & CEO and/or their designate, may make any public statement or comment on policy issues on behalf of the organization. This restriction applies to all forms of expression, including use of social media.

All employees are required to be familiar with and adhere to the Statements of Policy and Procedures related to internet usage and social media.

The reputation of the organization represents significant effort to generate goodwill. No employees may make any public remarks that disparage its services, brand, reputation, or personnel.

CODE OF ETHICS & PROFESSIONAL CONDUCT

PUBLIC INTEREST DISCLOSURE (WHISTLEBLOWER PROTECTION)

The organization maintains a position of public trust and employees are expected to conduct themselves with honesty and integrity throughout the course of performing their duties. The *Public Interest Disclosure Act*, known as whistleblower legislation for the public service, provides the framework for the disclosure and investigation of significant and serious matters in the public service that are potentially unlawful, dangerous to the public or injurious to the public interest. The Act also provides protection to those employees who make a disclosure.

All employees are encouraged to become familiar with the *Whistleblower Protection Policy* and to make disclosures about any serious wrongdoings. The *Whistleblower Protection Policy* and related procedures are supplement to the Code of Ethics.

CONFIDENTIAL INFORMATION – NON-PERSONAL

Confidential information gained by virtue of employment with the organization shall not be used for personal gain, and disclosure of said information to anyone outside is strictly prohibited without permission either during the employee's term of employment, or at anytime thereafter. As a function of their employment, employees should share confidential information on a need-to-know basis only.

CONFIDENTIAL INFORMATION – PERSONAL

Employees may from time to time collect, use, and have the need to disclose personal information of its residents and/or tenants, fellow employees and/or third parties. The collection, use and disclosure of personal information shall be in strict compliance with the *Personal Health Information Privacy and Access Act*, where applicable, and the organization's corporate policy on *Personal Information Protection*.

All employees shall adhere to the security measures as set out under the corporate policy *Personal Information Protection* as well as any procedures and guidelines approved by their department.

CORPORATE PROPERTY

Employees are responsible for the protection of all corporate property, including intellectual property, documents, electronic data and information, equipment, tools, materials, supplies and vehicles, including exercising safeguards to prevent theft, negligence or misuse. Subject to specific exceptions, employees may neither loan nor borrow corporate property for their personal use or the personal use of others. Specific processes exist and must be followed for the sale or destruction of corporate property.

CODE OF ETHICS & PROFESSIONAL CONDUCT

MISAPPROPRIATION

Employees are prohibited from making use of corporate funds, assets, or property, including electronic and information facilities, for their own personal gain or benefit, or from knowingly assisting another in such misappropriation.

The acquisition, disposal or removal of funds and assets by employees in the course of their employment must be transparent, and funds or assets must not be diverted for other than their proper use.

CORPORATE RECORDS

Corporate business records must be prepared reliably and accurately. They are of critical importance in meeting our financial, legal, technical and management commitments. They are to be carefully safeguarded and kept current, relevant and accurate. Records should be disclosed only to authorized personnel or in accordance with lawful processes. In addition:

1. No unrecorded or inadequately recorded fund or asset shall be established or maintained.
2. No false, artificial, or misleading entries in the books and records shall be made.
3. No transaction shall be affected, and no payment shall be made with the intention or understanding that the transaction or payment is other than as described in the documentation evidencing the transaction or supporting the payment.

SOFTWARE USAGE

Software agreements licensing the use of software permit the use of that software only in a specific manner. The agreements also typically contain clauses restricting the duplication, modification, conversion or otherwise alteration of the product. All employees must strictly adhere to provisions contained in the various agreements.

INTERNET USAGE

The organization provides some employees with access to the information resources of the Internet with the intention of providing access to knowledge while increasing productivity. It is important to use the Internet in a manner that ensures any actions fall within the corporate policies and acceptable levels of performance.

In addition to corporate restrictions, employees must be aware of and abide by restrictions

CODE OF ETHICS & PROFESSIONAL CONDUCT

relative to the downloading or copying of any material on the Internet including, but not limited to copyright restrictions regarding multimedia and music.

All employees are required to be familiar with and adhere to the corporate policy on *Computer, E-Mail and Internet Use Policy*.

WORK ETHIC

Employees are expected to show a strong work ethic, both with honesty regarding working hours and with concentration while at work.

Theft of time, that is, doing more than a nominal amount of personal business on company time, is prohibited. However, lack of concentration is sometimes not deliberate but is due to personal circumstances beyond the employee's control.

Employees who find themselves distracted or preoccupied by personal issues during working hours should talk to their manager and/or seek assistance from Employee and Family Assistance programs which can be accessed through the Human Resources department.

EXPENSES

Employees are required to ensure that reasonable expenses are charged only in accordance with corporate policy.

Anyone spending corporate money or personal money that will be reimbursed is expected to strive to ensure good value.

RELATIONSHIPS

The organization makes substantial efforts to avoid compromising, or the appearance of compromising, the objectivity and reputation of our employees or the Corporation. Employees are cautioned to maintain an appropriate relationship with those who report to them or to whom they report.

In addition, employees are required to maintain a professional boundary between themselves and the residents and/or tenants and their partners and families, and other people nominated by the residents and/or tenants to be involved in their care. Intimate relationships between employees and the residents and/or tenants entrusted to their care are inappropriate. Such relationships automatically raise questions of integrity in relation to employees exploiting the vulnerability of persons who are or have been entrusted to our care.

This section of the Code is not intended to impede the development of strong working relationships among employees or the development of appropriate relationships with our residents and/or tenants.

CODE OF ETHICS & PROFESSIONAL CONDUCT

DRUG AND ALCOHOL-FREE WORKPLACE

The organization is committed to the highest practical standards of health and safety by providing a safe and comfortable work environment for all its employees and contractors. Due to the nature of our operations, all employees are considered to be in ‘designated safety- sensitive positions’.

The organization recognizes that the use of illegal or non-prescription drugs, alcohol or any other controlled substances including recreational and/or medical cannabis in the workplace, can adversely affect job performance, the work environment and the safety of our employees, residents, and the public.

To help ensure a safe, healthy workplace, the organization strictly prohibits its employees and/or its contractors from reporting to work while under the influence of any illegal or non-prescription drugs, alcohol or any other controlled substances including recreational and/or medical cannabis.

OUTSIDE EMPLOYMENT

While the organization recognizes its employees’ right to privacy and their right to make use of their spare time as they see fit, care should be taken by employees in accepting outside employment. For example, employees should not accept outside employment:

1. When the employment or business activities encroach on working hours or otherwise adversely affect, in a real or perceived way, an employee's performance on the job;
2. When the employment results in an obligation that could affect, in a real or perceived way, the employee's judgment or ability to act in the best interests of the organization.

COMMUNITY ACTIVITIES

Employees have the right and are encouraged to become active members of their respective communities. With appropriate management approval, support of non-profit organizations may occasionally involve the provision of a limited number of "in-kind" services.

Outside activity must not be allowed to interfere with the employee's performance on the job, nor must it conflict with the organization’s responsibilities or best interests.

Political activity by any employee is governed by provincial government guidelines and employees are required to be familiar with and adhere to these guidelines.

CONFLICT OF INTEREST

All employees must conduct their duties in a manner reflecting the best interests of the organization. Conflict of interest exists in any situation where an employee's ability to fulfill his or her responsibility may be adversely affected by his or her private interests or personal considerations. While it is difficult to provide a comprehensive list of conflict-of-interest situations, in general terms it can be said that an employee should avoid any situation that could:

1. Impair the employee's judgment, initiative or efficiency on the job.
2. Give rise to questions of integrity in relation to employees exploiting the vulnerability of persons who are or have been in our care.
3. Be harmful or detrimental to the Corporation's activities or reputation.

GIFTS AND BRIBERY

The organization subscribes to the principles outlined in the *Procurement Act and the Crown Construction Contracts Act* and holds a position of public trust. It is essential to preserve its reputation for fair and unbiased business dealings by avoiding any reasonable apprehension of bias in its relationship with suppliers. Bribery or kickbacks in the criminal sense (the giving or accepting of money or valuables intended to influence decisions) is generally obvious and is strictly prohibited. However, exchanging of gifts on a lesser scale can be a grey area, since it is a routine aspect of modern business practice that organizations give and receive small gifts for promotional or recognition purposes. It is acceptable for employees to participate in the giving or receiving of such gifts provided the item has a real or perceived value that is nominal (generally considered to be under \$100 Canadian). If you are offered or receive a gift whose value is greater than nominal, you should refuse and/or return the item promptly, together with an explanation of the organization's policy.

In addition, employees are expected to act in ways that cannot be interpreted as, or do not result in employees gaining personal benefit from their position. Accepting gifts, favours of hospitality may compromise the professional relationship with our residents and/or tenants. Gifts of more than a token value could be interpreted as the employee gaining personal benefit and/or taking advantage of a vulnerable resident and/or tenant in an attempt to gain preferential treatment. Under no circumstances are employees to ask for or accept loans or bequests from residents and/or tenants or anyone close to a resident and/or tenant.

CODE OF ETHICS & PROFESSIONAL CONDUCT

ENTERTAINMENT

An employee may not participate in excessive or extravagant entertainment while conducting business on behalf of the organization. This is not intended to preclude, the exchange of reasonable meals, social amenities or hospitality between persons doing business together.

PRIVATE BUSINESS BENEFIT

It is a conflict of interest for an employee to participate in, or attempt to influence, a corporate decision that could result in financial benefit to that employee or his/her immediate family. Examples include the awarding of contracts for the supply of goods or services to a company in which the employee has a private interest.

Transactions with a business owned or controlled by an employee are prohibited unless written approval is requested and received from the Board of Directors.

CONCLUSION

This Code is designed to reaffirm the value of high ethical standards and to provide employees with certain rules of behavior. The topics included herein are neither complete nor exclusive, but will serve to give employees a clearer understanding of what is expected. Ethical conduct however is, and always will be, every employee's responsibility.

Employees must fully comply with the rules contained herein which, when used with sound judgment and common sense, protect the organization, its residents and/or tenants, its employees, and the public. Employees who breach the Code may be subject to disciplinary actions up to and including termination of their employment.

In the event questions arise concerning the application of a specific rule or policy, an employee should consult his or her supervisor. Should the situation not be resolved at this point, the employee or supervisor shall refer the matter to the Human Resources.