

**Research & Ethics Committee
AGENDA**

Tuesday, April 23, 2024 @ 4:30pm

<https://us02web.zoom.us/j/89305910544?pwd=TmpwVjZmN00ydnBpVlRXKzZvazg3Zz09>

Meeting ID: 893 0591 0544 Passcode: 293368

Item	Description	MRP
1.0	Call to Order and Introductions	Tracey Burkhardt
2.0	Approval of the Agenda	Tracey Burkhardt
3.0	Declaration of Conflict of Interest	Tracey Burkhardt
4.0	Approval of Previous Minutes: January 30, 2024*	Tracey Burkhardt
5.0	Business Arising from the Minutes	
	5.1 HSPF Funding	Justine Estey
6.0	Standing Report	
	6.1 Research & Ethics Report for Q4 – Jan 1, 2024 – Mar 31, 2024*	Justine Estey
	6.2 Research Project Repository	Justine Estey
7.0	New Business	
	7.1 New Projects	Justine Estey
	7.2 A Day in the Life of CiRA	Justine Estey
	7.3 York Care Centre Code of Ethics Review*	Geri Geldart
8.0	Next Meeting: TBD	

**Denotes attachment*

Proposed Motions

1. That the minutes of January 30, 2024, be approved.



**Minutes of Meeting
Research and Ethics Committee
on January 30, 2024 at 4:30pm**

Present: Tracey Burkhardt (Chair), Donna Curtis Maillet, Marjorie Belzile, Bryanna White-Aubé, Geri Geldart (ex-officio)

Regrets: Brenda Bossé

Staff: Justine Estey, Jamie Roy

1. Call to order

Tracey Burkhardt, Chair called the meeting to order at 4:32 pm.

2. Declarations of Conflict of Interest

Ms. Burkhardt asked the members present if there was a need to register a conflict of interest. None expressed.

3. Approval of previous minutes – November 28, 2023.

The letter of incorporation for CIRA needs to be sent to the committee and added to minutes.

Motion:

It was moved by Donna Curtis Maillet, and seconded by Marjorie Belize that the minutes of November 28, 2023 be approved with amendments.

Motion carried.

4. Business arising

4.1 Annual Workplan – Geri Geldart reviewed the updates on the Annual Workplan. We will review YCC's Code of Ethics, have a presentation on CABI, along with a Day in the Life of CIRA during our April 23rd meeting.

4.2 There were no further questions around the Centre of Excellence Designation.

5. 5.1 Research & Ethics Report for Q2 – October 1, 2023 – December 31, 2023

J. Estey presented the report for Q3. The report was included in the meeting package.

Highlights included:

Open House

- CIRA open house will be held on Monday, March 25th from 9:30 – 3:00pm. YCC staff, residents, board members, family and employees along with some community members are welcome to attend this drop in.

Status of Current Research Projects

- **Promoting Physical Activity with Augmented Reality experience – Phase 2**
 - This project is continuing until the end of March 2024.
- **CanImmunize**
 - Final reports will be ready for our next meeting.
- **MedReviewRx**
 - The manuscript is now 80% completed. Will be finalized by the end of March 2024.
- **Palliative e-Learning**
 - Final report extended to March 31, 2024. These reports have been submitted. We are sharing our findings with other facilities.
- **Genie**
 - All data collected and data analysis underway. Reporting on participants best 3 months of use, and shifted to pre vs post. CIRA was not accepted to attend the Ontario Long-Term Care Association Conference.
- **Passive Aware (HSPP)**
 - Project extended until March 31, 2024 to allow more time for recruitment.
 - Case study cogent gerontology manuscript was submitted December 31, 2023.
- **Passive Aware (Spark)**
 - Project extended until September 30, 2024, allowing us additional time to facilitate.
- **A Day in the Life (Spark)**
 - Project extended to September 30, 2024. Team has been travelling across Southern NB completing follow-up surveys with site directors.

5.2 Progress on Operational & Strategic Goals

- Results of the Quality improvement initiative have been received. Our focus is on improving men's programming. To assist with this, Maria has been hired for 20 hours per week.

6. New Business

6.1 CIRA Funding

- Geri Geldart and Justine Estey presented plan options for the remaining research project funds. Social Development Steering Committee will be responsible for any decision on the remaining \$70K. Plan A could involve support from the funders to allow for knowledge translation. Plan B could be for YCC to hire CIRA as a contractor, and continue the research. Geri and Justine are creating a statement of work, which will be sent to the Steering Committee and Deputy.

6.2 ResearchNB – Discussion with Damon Goodwin

- There have been high level conversations with Mr. Goodwin surrounding research in NB. Mr. Goodwin will join our Board Meeting on February 20th for an exploratory conversation.

7. Date of Next Meeting – Tuesday, April 23, 2024 @ 4:30pm.

On a motion by Marjorie Belize, the meeting was adjourned at 5:37 pm.

Tracey Burkhardt, Chair

Jennifer Vos, Recorder



REPORT TO THE RESEARCH & ETHICS COMMITTEE

January 1, 2024 – March 31, 2024

Quarter 4

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 Leaders

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

Key Areas of Reporting

Research Services
Ethics

General Commentary

CIRA Open House

- Over 100 attendees: YCC residents, staff and family members, community partners, students, researchers, government, other long-term care staff.

Aging Care and Research Symposium 2024

- Save the date: September 26th, 2024 – Fredericton Inn, one-day event.
- Confirmed speakers: Jodi Hall, MedReviewRx, Alzheimer’s Society + a live workshop.
- Abstract call for presenters and exhibitors is out.
- Ticket sales commencing soon.
- Pending speakers: Dr. Hanif Chatur (e-visit), Dr. Allison Sekuler (CABHI + Baycrest) – possibility to record a live podcast (Defy Dementia, nominated for a Webby Award).

Research Projects

Completed Research Projects:

Overview of updated Research Registry for summary of completed projects.

Active Research Projects:

Passive Aware (Spark)

- Project extended to September 30th, 2024.
- Focusing on recruitment in Ontario and New Brunswick.

A Day in the Life (Spark)

- Project extended to September 30th, 2024.
- Completing follow-up surveys with sites directors and train-the-trainer participants.

New Research Projects:

Brief presentation to explain three new initiatives:

- CABHI Discover + Adopt: SuzyQ.
- Intersectoral Action Funds: Human Rights Project.
- Public Health Agency of Canada: Antibiotic stewardship.

Operational Updates

- Four staff at end of contract and unable to renew due to lack of funding:
 - Robyn MacCara, Jess Davis, Laura Schneeberger, Jivi Mann.
- Ashley Crawford ending contract April 30th (maternity).
- Debbie Barton ending contract June 30th.
- One resignation: Molly Schriver (Passive Aware – Spark).
- One hire: Norma Chinho (Human Rights Project).

Strategic and Operational Goals 2023 – 2024

Strategic Goal	Operational Goal	Measure of Performance	Progress
<p>1. To increase involvement in research activities that focus on promoting and improving the social, emotional, and physical well-being of seniors.</p>	<p>a. Conduct a facility wide needs assessment to determine the direction and focus of future research studies and programming.</p> <p>b. To ensure research activity is reflective of the needs, interests, and issues of the YCC community, establish an advisory committee comprised of staff, families, and residents.</p>	<p>a. Complete needs assessment by September 30th, 2023, and establish plan for regular check ins by December 2023.</p> <p>b. Terms of reference developed by December 2023 and committee established by March 2024.</p>	<p>31 residents interviewed; meetings underway to discuss plan for a quality improvement initiative based on the results.</p> <p>Terms of reference created and committee established (pending resident participant). No formal meeting scheduled yet due to current staff constraints and on-boarding.</p>
<p>2. To foster relationships with researchers, stakeholders, and members of the community.</p>	<p>a. Hold the 13th Annual Aging Care and Research Symposium with an increase in attendance from the previous year.</p>	<ul style="list-style-type: none"> • Held by November 2023. 	<p>Completed</p>
<p>3. To promote and support the translation and transfer of research outcomes, new</p>	<p>a. Plan a YCC open house for staff, residents, and family members to learn more about the findings from our research projects.</p>	<ul style="list-style-type: none"> • March 2024. 	<p>Completed: approximately 100 attendees.</p>

knowledge, and innovation for the betterment of the aging population.			
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CODE OF ETHICS & PROFESSIONAL CONDUCT

For Employees and Members of the Board

Areas under consideration are included in Comment Boxes throughout this document.

February 2023



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 residents, 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



Geri Geldart
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 required from all board members, employees, contractors, and volunteers.

Although specific elements of this Code are employee-specific, contractors and business partners, board members and volunteers are also required to comply where the provisions are relevant to their work with York Care Centre. For greater clarity, where applicable, the term ‘employees, volunteers and contractors’ is intended to be inclusive of everyone working for (paid or unpaid) or doing business with the organization.

This Code will be supplied to each employee, volunteer and contractor at the time of hiring and will be reviewed annually by employees, volunteers and contractors with supervisors during performance reviews.

Any employee, volunteer or contractor 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, volunteers and contractors who make reports in good faith regarding another employee, volunteer or contractor will be protected against retaliation, discipline, and other sanctions as stipulated in the *Whistleblower Protection Policy and the Public Interest Disclosure Act*.

We need to consider if it is realistic that we would review this document with all contractors at “the time of hiring”. If so, a practical means of doing so will need to be developed. The Code of Ethics is provided to all new employees. During 2023, elements of the Code were highlighted in the employee newsletter. It is not consistently being reviewed during performance reviews.

Employees, volunteers and contractors 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, volunteers and contractors should familiarize themselves with the applicable rules within their department as well as Corporate Policies and Procedures.

The Research and Ethics 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, volunteers and contractors 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, volunteers and contractors may require some guidance.

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

Employees, volunteers and contractors must fully comply with the rules contained herein which, when used with sound judgment and common sense, protect the organization, its employees, volunteers and contractors, residents, and tenants. Employees, volunteers and contractors 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, volunteers and contractors, prospective employees, volunteers and contractors and other stakeholders.
- To promote universal understanding and application of ethical standards.
- To assist employees, volunteers, and contractors 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, volunteers and contractors, fair hiring and promotion practices, and equitable treatment of all employees, volunteers and contractors.
- To assist Senior Leadership 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, volunteers and contractors play a key role in maintaining such compliance.

Employees, volunteers and contractors should make themselves aware of the complex and changing laws and regulations applicable to their functions. Should an employee, volunteer or contractor be in doubt about these legal requirements or their responsibilities, they should contact the Human Resources. A safeguard for employees, volunteers and contractors 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.

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 workplace.

This policy no longer exists. More investigation required. May have been replaced with the Code of Conduct form which is signed on hiring.

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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*.

This section will need to be updated to reflect that the Crown Construction Contracts Act was repealed in 2022, and elements incorporated into the Procurement Act.

Employees, volunteers and contractors 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

On behalf of the Board of Directors, the President & CEO and/or their designate is the official spokesperson for the organization. Other than the CEO, board members, employees, volunteers, and contractors may not make any public statement or comment on policy issues on behalf of the organization, unless authorized by the Board Chair or the President & CEO. This restriction applies to all forms of expression, including use of social media.

All employees, volunteers and contractors 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, volunteers and contractors 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, volunteers and contractors 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, volunteers and contractors who make a disclosure.

All employees, volunteers and contractors are encouraged to become familiar with the

Policy

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 any time thereafter. As a function of their employment, employees should share confidential information on a need-to-know basis only.

CONFIDENTIAL INFORMATION – PERSONAL

Employees, volunteers and contractors may from time to time collect, use, and have the need to disclose personal information of its residents and/or tenants, fellow employees, volunteers and contractors 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, volunteers and contractors 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, volunteers and contractors 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, volunteers and contractors 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, volunteers and contractors 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, volunteers and contractors 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.

Our C.F.O. has identified the need to update the wording of this section.

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, volunteers and contractors must strictly adhere to provisions contained in the various agreements.

INTERNET USAGE

The organization provides some employees, volunteers and contractors 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, volunteers and contractors must be aware of and abide by restrictions relative to the downloading or

Revisions may be required to reflect expectations regarding cybersecurity practices.

CODE OF ETHICS & PROFESSIONAL CONDUCT

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

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

*Policy no longer exists.
Needs to be investigated
/ updated.*

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, volunteers, and contractors 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, volunteers and contractors or the organization. Employees, volunteers, and contractors are cautioned to maintain an appropriate relationship with those who report to them or to whom they report.

In addition, employees, volunteers, and contractors 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, volunteers, and contractors and the residents and/or tenants entrusted to their care are **inappropriate**. Such relationships automatically raise questions of integrity in relation to employees, volunteers, and contractors exploiting the vulnerability of persons who are or have been entrusted to our care.

This section always prompts discussion. There have been suggestions that the term "inappropriate" be replaced with "prohibited". We can discuss further.

This section of the Code is not intended to impede the development of strong working relationships among employees, volunteers, and contractors 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, volunteers and contractors. Due to the nature of our operations, all employees, volunteers, and contractors 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, volunteers, and contractors, residents, and the public.

To help ensure a safe, healthy workplace, the organization strictly prohibits its employees, volunteers, and 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', volunteers', and contractors' right to privacy and their right to make use of their spare time as they see fit, care should be taken by employees, volunteers, and contractors in accepting outside employment. For example, employees, volunteers, and contractors 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, volunteer's and contractor'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, volunteer's, and contractor's judgment or ability to act in the best interests of the organization.

COMMUNITY ACTIVITIES

Employees, volunteers, and contractors 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 "in-kind" services.

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

CODE OF ETHICS & PROFESSIONAL CONDUCT

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

We should modify this section to outline our principles / policies, rather than say that we are governed by provincial guidelines.

CONFLICT OF INTEREST

All employees, volunteers, and contractors must conduct their duties in a manner reflecting the best interests of the organization. Conflict of interest exists in any situation where an employee, volunteer or contractor's ability to fulfill their responsibility may be adversely affected by their 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, volunteer and contractor should avoid any situation that could:

1. Impair the employee, volunteer, and contractor's judgment, initiative, or efficiency on the job.
2. Give rise to questions of integrity in relation to employees, volunteers, and contractors exploiting the vulnerability of persons who are or have been in our care.
3. Be harmful or detrimental to the organization'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, volunteers, and contractors 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, volunteers, and contractors are expected to act in ways that cannot be interpreted as, or do not result in employees, volunteers, and contractors gaining personal benefit from their position. Accepting gifts or 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, volunteer, or contractor 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, volunteers, and contractors 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, volunteer, and contractor 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.

We have identified the need to expand upon our employee expense policy to address reasonable expenses. Not sure if the Code of Ethics needs to be modified, but an updated policy is in order.

PRIVATE BUSINESS BENEFIT

It is a conflict of interest for an employee, volunteer, and contractor to participate in, or attempt to influence, a corporate decision that could result in financial benefit to that employee, volunteer, and contractor 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, volunteer, or contractor has a private interest.

Transactions with a business owned or controlled by an employee, volunteer, and contractor 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, volunteers, and contractors with certain rules of behavior. The topics included herein are neither complete nor exclusive but will serve to give employees, volunteers, and contractors a clearer understanding of what is expected. Ethical conduct however is, and always will be, every employee, volunteer, and contractor's responsibility.

Employees, volunteers, and contractors 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, volunteers, and contractors and the public. Employees, volunteers, and contractors 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, volunteers, and contractors should consult his or her supervisor. Should the situation not be resolved at this point, the employee, volunteer and contractor or supervisor shall refer the matter to the Human Resources.