



Code of Conduct

Introduction

Chilliwack Restorative Justice is committed to the highest standards of ethical and professional conduct. This Code of Conduct applies to all volunteers, Board members, practicum students and staff (full or part-time, permanent, temporary and contracted).

The Code represents the minimum standards regarding our individual conduct and our sense of obligations. The Code helps to reinforce our Mission and Vision, doing the right thing is always in the best interest of the Association and our community.

1.0 General Conduct

1.1 Upholding the Law

We are all required to uphold the law and any other requirements established or endorsed by Chilliwack Restorative Justice. You must not knowingly assist in activity that is criminal or unlawful. You must immediately notify the Association management if you are charged with or found guilty of a criminal offence.

1.2 Honesty and Integrity

We must act with honesty and integrity at all times. No one may benefit from any illegal actions. You must report any concerns relating to the honesty and integrity of a volunteer, Board member or staff member.

1.3 Full and Fair Disclosure

When preparing or providing information for inclusion in an agreement, report or document, you must ensure that the information is accurate and complete.

1.4 Harassment and Discrimination

You must treat all individuals fairly, equitably, with decency and with the utmost of respect. Harassment or discrimination of any sort is strictly prohibited.

1.5 Safety and Security

You are required to ensure your safety and that of others by familiarizing yourself with your surroundings, policies, guidelines and procedures relating to health and safety.

Violence and abusive behavior (physical or otherwise, threats, sabotage, bullying, taunting, etc.) is strictly prohibited.



1.6 Alcohol and Drugs

Use of alcohol is strictly prohibited when dealing with clients and/or victims. If alcohol is available at an Association sponsored function, the organization will take steps reasonably necessary to ensure the safety of all attendees and the public at large. If an individual uses alcohol at an Association sponsored function he/she is expected to do so responsibly and to use a taxi or other means of private transportation that will ensure his/her safety and that of others. Use of or possession of illegal drugs is strictly prohibited.

1.7 Maintaining Records

You must ensure that all client and association records comply with policies and procedures regarding creation, retention, storage and destruction. You must never make any false or misleading entries, forge or tamper with any document and/or signature.

1.8 Community Events

When involved in community activities on behalf of the Association, we must be conscious of the fact that we are, or may be seen to be, representatives of the Association.

1.9 Physical Contact

No volunteer or employee shall have physical or sexual relations with clients or victims. Any physical or sexual contact may result in immediate dismissal from the Association.

2.0 Conflicts of interest

2.1 General Rule

As a general rule, you must avoid any situation of actual or perceived conflict of interest; where you or your family are in, or may be seen to be in, a position to personally benefit from the information you receive or authority you have as a result of your role with Chilliwack Restorative Justice.

An individual must seek the advice from the Executive Director or the Chair of the Board of Directors on any potential conflicts before acting.

2.2 Gifts and Other Benefits

Giving a gift or other benefit, or receiving a gift or other benefit from, any of the following may give rise to a conflict:

- A client
- A supplier



- A fellow volunteer
- A fellow employee

Before giving or accepting a gift an individual must seek the advice from the Executive Director or the Chair of the Board of Directors on any potential conflicts.

2.3 Treatment and Selection of Suppliers

Suppliers should be chosen based strictly on value, service and price. Contractors should be chosen based on experience, value, service and price. Suppliers and contractors should be treated fairly.

3.0 Confidentiality and Privacy

To be faithful to our Association's value of trust, each individual must take all reasonable steps to preserve the confidentiality of our clients and their families, the victims and their families, our stakeholders, members, fellow volunteers and staff. Each individual must only access and use confidential information for the purpose intended and within his/her responsibilities, confidential information should be shared only with those who have a genuine need to know.

All individuals must adhere to the Association's Privacy Policy.

The undertaking of Confidentiality and Privacy as it relates to Association information is extended following termination of an individual's association with Chilliwack Restorative Justice.

Any concerns regarding Confidentiality and Privacy should immediately be communicated to the Executive Director or the Chair of the Board of Directors, in the absence of the Executive Director.

4.0 Protecting the Assets of the Association

4.1 Association Assets

Assets of Chilliwack Restorative Justice must be used only for association purposes, unless prior authorization has been obtained from the Executive Director or the Chair of the Board of Directors, in the absence of the Executive Director.

Following termination of an individual's association with the organization all files, literature and material must be returned.



4.2 Expenses

If you incur expenses on behalf of the Association you are responsible for completing and submitting an Expense Form, within a reasonable time, ensuring that proof of each expense is provided.

4.3 Public Speaking

If you are requested to speak at a public forum on behalf of the Association, you must obtain prior approval from the Executive Director or the Chair of the Board of Directors, in the absence of the Executive Director.

In all cases any media inquires must be referred to the Executive Director or the Chair of the Board of Directors, in the absence of the Executive Director, unless prior approval has been granted to speak to the media on behalf of the Association.

4.4 Promotional Material and Advertising

To ensure that the Association is protected against misleading statement or information and that the public receive sufficient and accurate information, all promotional material and advertising must be approved in advance by the Executive Director or the Chair of the Board of Directors, in the absence of the Executive Director.

4.5 Logo and Name

Individuals may not use the name and or logo of the Association without the prior authorization of the Executive Director or the Chair of the Board of Directors, in the absence of the Executive Director.

5.0 *Internal, External and Regulatory Investigations*

All individuals must cooperate fully with representatives from any organization or firm who have authority to conduct a review or investigation of the Association's financial or non financial records, within the limits provided under Privacy legislation.

Any request or demand for information from an outside third party must be referred to the Executive Director or the Chair of the Board of Directors, in the absence of the Executive Director.

For any subpoenas, summons or similar legal demands, for information or appearance on behalf of the Association, or relating to a client, victim or undertaking relating to the Association; contact the Executive Director or the Chair of the Board of Directors, in the absence of the Executive Director immediately.



6.0 Exception to the Code

Some situations may warrant making exceptions to these requirements. All requests for exceptions should be discussed with the Executive Director or the Chair of the Board of Directors, in the absence of the Executive Director.

6.1 Disclosure to Authorities

We are required by law to report to Authorities situations where the potential or actual abuse exists; where we believe that an individual may cause themselves serious harm or attempt suicide; or gain knowledge of a criminal act.

7.0 Contravention of the Code

Contravention of any provision of this Code may result in disciplinary justice up to and including termination of a volunteer relationship or employment, without notice as well as possible civil or criminal justice.

As part of being accountable for each other as well as to Chilliwack Restorative Justice, all individuals have an obligation to report all actual or apparent contraventions of the Code to the Executive Director or the Chair of the Board of Directors, in the absence of the Executive Director.

Any report of concern about conduct, that may contravene the Code will be treated confidentially to the extent possible and consistent the Association's responsibility to address the issue raised and within its Privacy Policy.

You may not retaliate or take adverse justice against an individual who in good faith reports an actual or apparent contravention of the Code.



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Acknowledgement

The Undersigned hereby acknowledges receipt of a copy of the Code of Conduct of the Chilliwack Restorative Justice and agrees to adhere to its content.

PRINT NAME

SIGNATURE

DATE