

# **Heritage College Foundation**

## **Code of Conduct**

### **Preamble and Scope**

The following code of conduct is applicable to Heritage College Foundation (also referred herein as HCF or Foundation) staff and members of the Board of Directors, as well as any volunteer or intern supporting the work of, or an event being implemented by, the HCF. It reinforces the Foundation's commitment to integrity and to providing a professional, safe, and respectful work environment. It is therefore expected that everyone associated with the Foundation conducts themselves and engages with others in a manner characterized by mutual respect, integrity, dignity, and non-discrimination.

This Code is to be read together with, interpreted, and applied in a manner consistent with the Heritage College Foundation's constituting documents and Bylaws. The separate documents containing the Non-Disclosure Agreement and Conflict of Interest Agreement are considered part of this Code by reference. It outlines the ethics principles that should guide Board Members and includes gifts and benefits provisions, and sanctions applicable to breaches to the Code.

### **Modification and Application of the Code**

The Heritage College Foundation is committed to continuous improvement and therefore will review and may update this Code and related documents on an ongoing basis. The Board of Directors reserves the right to modify, suspend, or revoke the Code, and all policies in whole or in part, at any time. The Foundation Board is empowered and reserves the right to interpret, amend, and apply the Code and policies as it deems appropriate.

A signed acknowledgement by staff and Board Members, as well as any volunteer or intern supporting the work of, or an event being implemented

by, the Heritage College Foundation is required to be signed and will be kept on file.

### **General Principles of Good Governance**

Everyone associated with the Heritage College Foundation is expected to adhere to the following principles:

1. Participation
2. Consensus oriented
3. Accountability
4. Transparency
5. Responsiveness
6. Effectiveness and efficiency
7. Equity and inclusiveness
8. Rule of law
9. Strategic Vision

### **Specific Ethics and Principles**

As a member of the Heritage College Foundation's Board of Directors, employee, or staff member, or as a volunteer, you agree to the following:

1. To act in keeping with legal and moral obligations. Everyone associated with the Foundation is expected to conduct themselves in accordance with principles of good governance and fiduciary responsibility in support of the mandate and charitable non-profit status of the Heritage College Foundation and to oppose criminal or unethical activities.
2. To act with honesty and integrity. Within their mandate and functions, Directors and all those invested with responsibilities related to the Foundation must act with honesty and integrity in the interest of the stakeholders and students served by the Heritage College Foundation. Everyone must demonstrate intellectual honesty towards the content of

the mandate with which they were entrusted and the position they hold. No one may embezzle or use without permission any intellectual property of any other person or organization, nor use for personal profit an HCF asset or information it holds.

3. To act with discretion and restraint. Directors, employees, interns, and volunteers must maintain the secrecy of facts and information that they become aware of while participating in the work of the Foundation and that are of a confidential nature. Everyone must adhere to pertinent privacy laws, the practices elaborated in the Foundation's Non-Disclosure Agreement, and any other policy or procedure put in place for the protection of private or confidential information. After expiration of their term of office or employment, everyone must maintain that same level of respect for the confidentiality of all information, debates, exchanges, and discussions of which they became aware while in service to the Foundation and that were of a private and/or confidential nature.
4. To act loyally. Officers, Directors, Committee Members employees and interns must perform their duties and responsibilities while avoiding any situation or behaviour likely to discredit or compromise the Foundation's legal standing, financial position, or proper functioning.
5. To treat all people with respect and dignity, promote human rights. Everyone associated with the Foundation is expected to show respect for all persons equally, without discrimination based on race, gender, religion, colour, national or ethnic origin, language, marital status, sexual orientation, age, socioeconomic status, disability, political conviction, or any other distinguishing feature. To strive to remove barriers to equality. To respect the cultures, customs and traditions of

all peoples and avoid behaving in ways that are not acceptable in a particular cultural context.

## **Gifts and Benefits**

Members of the Heritage College Foundation Board of Directors and staff hold a privileged position of power and trust in relation to donors, stakeholders and student bursary and financial aid beneficiaries. It is imperative that no one abuse their position or their influence in any way and remain sensitive and aware of dynamics in unequal relationships. As a member of the Foundation's Board of Directors, staff or as a volunteer, you agree to the following:

1. To refrain from soliciting favours, loans or gifts from Heritage College staff, Foundation donors or partners, or students (i.e., stakeholders and beneficiaries).
2. To never make unilateral or unauthorized commitments to actual or potential donors/partners, Board members, student beneficiaries or a promise of a service or favour from actual or potential donors, Board members, student beneficiaries as a quid pro quo. No one associated with the Foundation is to ever engage in any exploitative relationships – sexual, emotional, or financial – with stakeholders or beneficiaries.
3. To not accept any gift, hospitality or other benefits from a student, donor, or partner with a perceived value more than \$CDN 50 in relation to (or which could be perceived to be in relation to) any work associated with the Heritage College Foundation.

The acceptance of gifts, hospitality and other benefits is permissible if they:

- are infrequent and of minimal value (low-cost promotional objects, simple meals, souvenirs with no cash value).
- are within the normal standards of courtesy, hospitality, or protocol; and

- do not compromise or appear to compromise in any way the integrity of the Heritage College Foundation representative concerned or the organization.

### **Breaches of the code**

Alleged breaches of this Code of Conduct by members of the Board of Directors will be subject to the procedures outlined in the HCF Bylaws.

If a HCF standing or ad hoc committee at any time determines by a majority vote of members that a staff member or a volunteer has contravened this policy, this decision will be reported to the Board of Directors. If the Board is satisfied that a staff member or volunteer has contravened this Policy, it may impose on that staff member or volunteer such sanction that it deems appropriate in the circumstances.

I understand that violation of any of the above Code of Conduct may result in immediate disciplinary action in addition to possible civil, criminal, or regulatory action.

Everyone associated with the Heritage College Foundation has a responsibility and an obligation to report code violations. As such, I also commit to reporting any violations of this Code of Conduct without fear of recrimination to the Chair of the Board.

This Code of Conduct must be signed annually, and copies will be kept on file with the Heritage College Foundation.