

CODE OF CONDUCT

EMPLOYEES & VOLUNTEERS

The Federation of BC Youth in Care Networks ("the Fed") has a mission to improve the lives of youth in and from care in BC. The following Code of Conduct ("the Code") is designed to support the Fed to carry out our mission by ensuring the safety and well-being of participants, youth members, alumni, volunteers, staff, donors, and community partners. This Code applies to all volunteers and employees.

PROGRAM AND SERVICE DELIVERY

- Always act with fairness, honesty, integrity and openness; respect the opinions of others and treat all with equality and dignity without regard to gender identity, race, colour, creed, ancestry, place of origin, political beliefs, religion, marital status, disability, age, or sexual orientation.
- Promote the mission and objectives of the Federation of BC Youth in Care Networks in all dealings with the public.
- Provide a positive and valued experience for those receiving our services or participating in our programs.

ACCOUNTABILITY

- Act with honesty and integrity and according to any professional standards and/or governing laws and legislation that apply to your responsibilities with the Fed.
- Comply with any training or orientation provided to you by the Fed.
- Follow the Fed's policies and procedures.
- Take responsibility for your actions and decisions. Follow feedback and reporting procedures to facilitate effective resolution of problems.

PROFESSIONALISM

Behaviour

Fed employees and volunteers are expected to behave professionally in all Fed spaces, including but not limited to:

- The office

- Virtual spaces (Teams, Zoom, etc.)
- Fed social media accounts and platforms
- At events and gatherings where you are representing the Fed

Boundaries

Fed employees and volunteers are expected to maintain professional boundaries. This includes but is not limited to:

- Employees in supervisory roles may not socialize or form personal/sexual/romantic relationships with employees and volunteers they supervise
- Employees may not form personal/sexual/romantic relationships with any youth member or participant
- Employees and volunteers must disclose any pre-existing personal relationship with youth to the Executive Director prior to beginning their role
- Employees may only communicate with or connect to youth (participants, volunteers or youth staff) on Fed devices, communications channels or platforms and only during work hours (ie. Not through personal social media accounts or phone numbers)

CONFLICT OF INTEREST

Conflicts of interest come up when a person participates in a decision about a situation (including any contract or arrangement of employment, leasing, sale, or provision of goods and services) or personal relationship, which could benefit them or look like it benefits them.

If a conflict of interest comes up, employees and volunteers are required to disclose their interest, and not participate in or try to persuade or influence other people participating in the decision.

CONFIDENTIALITY

Respect and maintain the confidentiality of all written, oral, electronic or other form of non-public information privy to as a volunteer or employee, pertaining to the Fed and its participants, youth members, alumni, volunteers, staff, donors, and partners. Confidential information will not be disclosed without the prior consent of the Fed.

Confidential information is not to be altered, copied, interfered with, destroyed, distributed, or disseminated except upon authorization by the Fed.

Upon request, and in any event upon the termination for any reason whatsoever, the employee or volunteer will relinquish to the Federation all Confidential Information, including all copies of documents or materials in the employee or volunteer's possession.

Employees and Volunteers agree that in the event that the employee or volunteer is made aware of a disclosure of confidential information, the employee or volunteer has an obligation to immediately inform the Fed's Executive Director of the nature and extent of the disclosure.

Employees and volunteers will notify the Fed of any summons, subpoena, order or similar instrument or otherwise become subject to a legal obligation requiring disclosure of any information required to be kept confidential under this Agreement.

BULLYING & HARASSMENT

According to the [Workers Compensation Act](#) bullying and harassment "...includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonable ought to have known would cause that worker to be humiliated or intimidated. A 'person' includes any individual, whether or not they are a workplace party. This means that a 'person' could be a workplace party such as an employer, supervisor, or co-worker, or a non workplace party such as a member of the public, a client, or anyone a worker comes into contact with at the workplace".

Sexual harassment is any conduct, comment, gesture or contact of a sexual nature that one would find to be unwanted or unwelcome by any individual, or that might, on reasonable grounds, be perceived by that individual as placing a condition of sexual nature on an employment or career development.

Bullying and personal/sexual harassment in any form is strictly prohibited and may be grounds for termination as a volunteer, or, in the case of an employee, immediate dismissal for just cause without notice or pay in lieu of notice.

IMPLEMENTATION

This Agreement shall be governed and construed in accordance with the laws of the Province of British Columbia. It is essential all employees and volunteers adhere to this Code. They will certify this by signing a Declaration that they have read and will abide by this Code.

Management has the responsibility of ensuring compliance with all the Fed's Codes and Policies.

CODE OF CONDUCT DECLARATION

I, _____ (Employee/Volunteer – please print), have read, understand and agree to abide by the Fed's Code of Conduct and I understand that such adherence is a condition of my employment or volunteer work. I understand that a violation of the Code of Conduct may be grounds for termination as a volunteer or in the case of an employee, immediate dismissal for just cause without notice or pay in lieu of notice.

(Volunteer/Employee - Signature)

(Date – MM/DD/YYYY)