

Macaulay Child Development Centre

Policy and Procedure Manual

Subject:	Code of Conduct Policy
Program:	All programs, departments and the Board of Directors
Date Policy Approved:	October 18, 2010; November 13, 2013; February 10, 2016; November 13, 2019; February 8, 2023

Policy

A Code of Conduct defines those behaviors which are central to upholding Macaulay's mission, vision, values, commitments to community, and public reputation. Therefore, this code must be followed by:

- Macaulay employees, including casual employees
- students and volunteers, including Board members

An employee who does not follow the Code of Conduct may receive discipline up to and including termination of employment. A volunteer or student who does not follow the Code of Conduct risks losing their volunteer, Board or student position.

The Code of Conduct is to be interpreted in a manner consistent with the *Human Rights Code* (Ontario).

The Code of Conduct requires that employees, students and volunteers at all times:

- behave in a manner that upholds and is consistent with Agency commitments/values, mission and vision
- behave in a professional manner that respects and values each individual
- act with fairness, integrity and in accordance with all Macaulay Policies and applicable laws
- act and make decisions that are guided by the best interests of the child and organization
- not provide services on behalf of Macaulay when impaired
- follow Macaulay's Conflict of Interest Policy including:
 - declare as a potential conflict of interest any commercial transaction with clients (i.e. buying or selling items or services, lending or borrowing money) even outside of the workplace or work hours and comply with any subsequent decision under this Policy.
 - not use their position, Macaulay property or premises for personal financial gain.
 - not accept Macaulay clients for private practice that competes with a

Macaulay service, except with the approval of the Executive Director.

- not develop relationships with service users, students, providers or staff which might impair their objectivity, judgment or ability to provide service.
- not verbally, emotionally or physically abuse service users, other staff, volunteers or students
- follow Macaulay's Diversity, Equity and Inclusion Policy and Procedure for Handling Human Rights Complaints including not discriminating against or refusing service to anyone on the basis of the prohibited grounds as defined in the Ontario Human Rights Code
- follow Macaulay's policy on confidentiality of client information
- do not alter, access, divert or redirect computer-based information for any purpose other than to perform assigned job responsibilities
- keep all financial records and accounts according to generally accepted accounting principles. Use strict precision and accuracy in accounting for all funds received or expended
- for those who are registered member of professional associations (e.g. CASLPO, CECE, OCSWSSW ~~CSW~~), meet the standards and code of ethics of their respective colleges

CROSS REFERENCE

Authorization Policy

Child Guidance Policy

Confidentiality and Privacy Policy

Conflict of Interest Policy

Diversity, Equity and Inclusion Policy

Electronic Communication Device Use Policy

Purchasing and Procurement Policy