Code of Conduct

Purpose

To outline a framework that defines values to which we - (COMPANY NAME) as an organization, and our employees specifically - conduct our business with all interested parties.

This Code is not a substitute for our responsibility and accountability to exercise good judgment and obtain guidance on proper business conduct. We are encouraged to seek additional guidance and support from our managers. The strength in our organization is the strength in our collective knowledge and the sharing of that knowledge and experience.

As Management Personnel we commit to:

* Respect the letter and spirit of the laws of Canada as they pertain to our organization
* Demonstrate respect and value to our clients
* Respect and protect the proprietary and confidential information entrusted to each of us by (COMPANY NAME), specifically ensuring that all client information is maintained confidential to the organization
* Treat all employees with respect and dignity to create a healthy work environment where all employees contribute to and benefit from the organization’s successes
* Support the role of management and demonstrate alignment to organizational decisions
* Take responsibility for our decisions and our actions
* Take pride in our unique workforce and view it as a competitive advantage
* Maintain a work environment that is free from discrimination or harassment
* Treat colleagues with respect, dignity, fairness and courtesy
* Continue to evolve our organization with a focus on current and future success to enhance value for our clients and provide career opportunities for our employees
* Abide by and support others to adhere to this Code of Conduct

Employees commit to:

* Respect and protect all proprietary and confidential information of (COMPANY NAME), specifically ensuring that all client information is maintained confidential to the organization
* Engage only in those business and sales practices that contribute to a positive relationship with potential and existing clients and other parties in the community
* Demonstrate respect and value to our clients
* Respect competitors and their services and represent them in a way that distinguishes (COMPANY NAME)’s values
* Recognize and demonstrate that we are ambassadors and representatives of (COMPANY NAME) in our community and ensure that we maintain a professional and positive image of (COMPANY NAME) at all times
* Work collaboratively with colleagues and demonstrating respect and dignity towards them
* Use the resources made available by (COMPANY NAME) to support individual success in each role and function
* Upgrade skills and knowledge when possible
* Make an honest effort to fulfill our duties and responsibilities
* Treat all (COMPANY NAME) employees including colleagues, peers and management personnel with respect, dignity, fairness and courtesy
* Recognize the importance of our image and act professionally in all meetings and gatherings both at (COMPANY NAME) and while on (COMPANY NAME) business
* Respect the letter and spirit of the laws of Canada as they pertain to our personal and professional activities
* Abide by and encourage others to adhere to this Code of Conduct

Definition of Respect

Respect is a key ingredient to (COMPANY NAME)’s Code of Conduct and consists of:

* Listening without interrupting
* Trying to understand the other person’s viewpoint
* Trust and honesty
* Giving the other person space
* Nonviolence and non-harassment
* Building a person up instead of tearing down
* Not pressuring the other person
* Giving credit where credit is due

ACKNOWLEDGEMENT

I have read, understand and accept the Code of Conduct and agree to abide by its principles.

Employee Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_ Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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