

Policy Direction – Code of Conduct and Ethical Behaviour

Rationale and Relationship to Mission, Principles and Values

In the pursuit of the mission, vision and strategic directions of Graceland Africa Mission (GAM), the behaviours, actions and decisions of board of directors, advisory council members and volunteers are guided by the following values.

- We treat everyone with respect and dignity, and protect their privacy and right to make decisions about their lives.
- We recognize that volunteers are critical to our success and we celebrate their commitment.
- We demonstrate ethical behaviour and integrity.
- We adhere to high standards of honesty, transparency, and accountability.
- We create safe and collaborative environments that foster positive relationships.

The reputation of Graceland Africa Mission is one of its most important assets. Our reputation and work environment are based on the actions and behaviours of our board of directors, advisory council members, and volunteers. Through comprehensive and effective screening of volunteers, GAM recruits individuals who best embody the values of our organization. We recognize that the private conduct of any volunteer is a private matter, except when such conduct compromises the reputation, image or integrity of the charity. This policy is intended to preserve the reputation, integrity and credibility of GAM with its stakeholders, clients, and the general public.

Policy Objective

The Code of Conduct and Ethical Behaviour Policy aims to ensure all GAM activities are conducted in an open, fair, and transparent manner. This policy defines acceptable behaviour, promotes high standards of practice, and establishes a framework for ethical conduct and responsibilities for all volunteers of Graceland Africa Mission.

Authorization

The Code of Conduct and Ethical Behaviour Policy was approved by Graceland Africa Mission board of directors on May 26th, 2017.

Policy Details

GAM requires all of its volunteers, which includes the board of directors, advisory council members, and volunteers to observe high standards of professional and personal ethical behaviour in all matters involving their association with GAM.

Volunteer actions should be driven by the core values of GAM. Volunteers are expected to practice honesty, integrity, and principled behaviour in fulfilling their responsibilities; and to comply with all applicable laws and GAM policies.

To this end GAM volunteers are required to:

- Acquaint themselves with GAM's mission, vision, values, strategic directions and GAM policies; and comply with both the letter and the spirit of these in relation to their responsibilities.
- Not participate in, or condone or engage in dishonesty, fraud, deceit, misrepresentation or illegal activities.
- Protect all assets of GAM, recognizing they belong to the organization and not to an individual or group. Such assets include people (directors, board members, volunteers, clients, donors), real property (includes buildings, vehicles), income (donations, membership fees, grants & contributions, investment earnings), goodwill (reputation, stature in the community, ability to raise funds, appeal to prospective volunteers, directors and advisory council members), and information (about directors, advisory council members, volunteers, clients, donors, funding applications, other).

Volunteers will comply with GAM policies that address specific areas of conduct and ethical behaviour:

- **Privacy**
Volunteers must respect and maintain at all times the confidentiality of information gained, including but not limited to personal information on computer software and files, business documents and printouts, photos, all volunteer, donor, and supporter records.
- **Conflict of Interest**
Volunteers must recognize and take steps to avoid conflict of interest to protect the interests and reputation of GAM.
- **Fundraising**
GAM is in compliance with the fundraising standards of the Standards Program of Imagine Canada and has also adopted the Donor Bill of Rights. Volunteers are required to abide by GAM Fundraising Policy in relation to donor policies and public representations, fundraising practices, and financial practice and transparency.
- **Volunteer Engagement**
GAM is committed to building a volunteer engagement culture that recognizes the fundamental interests and wishes of volunteers to support the mission of the organization.
- **Complaints**
Volunteers are to take responsibility for their actions and decisions, follow reporting lines to facilitate the effective resolution of problems, and ensure that they do not exceed the authority of their position.

Implementation

Strict observance with this policy is fundamental to the activity and reputation of GAM. Volunteers will be asked to confirm they have access to a copy of this code, have read it and commit to complying with its provisions. All directors shall complete a sign-off to affirm their commitment and compliance with the code.

Orientation shall be provided to all volunteers on this policy to facilitate compliance.

Violations of this Code will be considered as a serious matter and subject to disciplinary action up to and including termination.

This Code shall be publicly disclosed on the GAM website.

Monitoring and Compliance

The board chair person is responsible for monitoring the application and compliance of this policy direction and any related procedures in conjunction with the board of directors.

Policy Review

The policy is to be reviewed every five (5) years.

May 30, 2019

May 27, 2023