



CODE OF CONDUCT



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This Code of Conduct (the “Code”) establishes the principles to be observed by all officers, directors, agents, representatives, employees and volunteers of The Canadian Institute of Chartered Business Valuators (the “Institute”), and all contractors and suppliers to the Institute and all persons authorized to represent the Institute (collectively “Participants”), at all times in their dealings with and for the Institute (“Institute-related Activities”).

1. INTRODUCTION

a) Principles

The following principles govern the behaviour of all Participants in Institute-related Activities:

- i. Compliance with applicable laws and regulations;
- ii. Acting at all times with the highest standards of ethics and personal conduct;
- iii. Offering the highest standards of service to Members, Registered Students and the public;
- iv. Ensuring that all actions lead to competent, accountable, motivated people, operating in a dignified environment;
- v. Treat all with equality and dignity without regard to gender, race, colour, place of origin, political beliefs, religion, marital status, disability, or sexual orientation.

b) Application of the Code

The Code applies to conduct of Participants inside and outside of the offices of the Institute, during or outside business hours of the Institute, in the course of Institute-related Activities.

c) Roles, Procedures and Penalties

Roles

- i. Participants shall conduct themselves in accordance with the principles espoused in the Code.

- ii. The President & CEO of the Institute or his/her designate (a “Responsible Authority”) is responsible for monitoring compliance of the Code and investigating questions or allegations of breaches of the Code from or by all Participants other than members of the Board of Directors.
- iii. The Chair of the Board of Directors (a “Responsible Authority”) is responsible for monitoring compliance of the Code and investigating questions or allegations of breaches of the Code from or by members of the Board of Directors and the President & CEO.
- iv. A determination of a Responsible Authority may be appealed by the Complainant or Respondent to the Board of Directors.

Procedures

Reporting:

- a) Any person (the “Complainant”) has the right to report instances or evidence of any real or perceived violations or infringements of the Code by a Participant (“Respondent”) in the course of Institute-related Activities (“Violation”), whether or not it involves the Complainant directly or personally. No Complainant who reports a Violation in good faith shall be penalized by the Institute for doing so.
- b) Allegations of a Violation shall be reported to the Responsible Authority in writing.
- c) Notwithstanding the foregoing, knowingly making a false allegation or not otherwise acting in good faith is a serious matter that may be treated as harassment by the Complainant under the Code and may be subject to corrective or disciplinary action.

Investigation:

- a) A Responsible Authority may conduct interviews and procure written statements in the course of his/her investigation.
- b) Participants alleged to have committed a Violation will be informed of the allegation and provided with an opportunity to respond to the allegation in writing.
- c) The Responsible Authority shall report his/her findings and determination to the Complainant and Respondent.

Penalties

Any Participant found to have committed a Violation may face sanctions by the Institute that may include, but are not limited to:

- i. A direction that the Participant cease and desist from any practice that contravenes the Code.
- ii. A demand that the Participant make a formal explanation or apology.
- iii. A written warning to the Participant.
- iv. A direction to relieve the Participant of specific responsibilities, or that such Participant be suspended or dismissed from employment by the Institute.
- v. A direction that any contract with the Participant or the entity for which the Participant acts or represents be suspended or terminated.
- vi. A recommendation to the employer of the Participant to disciplinary action.
- vii. Where the Participant is a member of the Board of Directors, a request by the Chair for the Participant's resignation.

2. COVERAGE

The following areas are examples of situations to which the Code applies:

a) Discrimination/Harassment

The Institute undertakes to ensure that each person has an opportunity to participate in Institute-related Activities without discrimination or harassment, including any discrimination or harassment on the basis of race, national or ethnic origin, colour, religion, age, gender, marital status, family status (including pregnancy and childbirth), mental or physical disability, pardoned conviction, sexual orientation or as a result of being a member of any other protected group specified in applicable human rights legislation.

The Institute supports equal pay for work of equal value.

Workplace harassment is a course of vexatious comment or conduct against a worker in a workplace which is known or reasonably ought to be known to be unwelcome and includes workplace sexual harassment.

Workplace sexual harassment includes:

- i. engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- ii. making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Workplace harassment includes words or actions that are known or should be known to be offensive, embarrassing, humiliating or demeaning to another worker or workers and can include behaviour that intimidates, isolates, ridicules or discriminates against a worker or creates a hostile or offensive work environment.

Participants are entitled to identify and eliminate discrimination and harassment. All Participants shall cooperate to create and maintain a climate in which discrimination and harassment does not occur in Institute-related Activities. Participants must not engage in practices or exhibit such behavior which in deed or perception condone or implicitly accept such behaviour.

Any person who considers that he/she has been subject to discrimination and/or harassment by a Participant contrary to the Code should take the following steps:

- i. Within a reasonable time, tell the alleged offender, in clear and unequivocal terms, that the behaviour is unwelcome and request that it stop immediately;
- ii. Submit a written report/complaint to the Responsible Authority if the objectionable behaviour does not stop after making the request, or if the objectionable conduct is sufficiently serious, or if the person whose conduct is inappropriate is in a position of authority over the Complainant.

b) Conflict of Interest

All Participants have a duty to recognize and to disclose any direct or indirect personal interest that constitutes, may constitute, or could be seen by a reasonable observer to constitute, a conflict between their personal or other private interests and their responsibilities as participants.

Participants shall report to the Responsible Authority on a timely basis if any actual or perceived conflict of interest arises.

Once a conflict of interest has been identified, disclosed and confirmed, the Participant shall abstain from any involvement or further involvement in the matter, unless otherwise directed or permitted by the Institute in writing.

c) Personal Gains and Gifts

Gifts, services or benefits shall not be given or received by a Participant if they might be perceived in any way to influence fair, impartial and open behaviour by the Institute or any other organization or individual in Institute-related Activities. Any gift, service or benefit received or given by Participant in the course of Institute-related Activities which is greater in value than \$100.00 shall be reported in writing to the Responsible Authority on a timely basis.

If there is any doubt as to the perceived effect or value of any such gift, service or benefit, authorization in writing shall be requested of the Responsible Authority on a timely basis.

d) Confidentiality

Confidentiality is absolutely necessary to protect the integrity of the Institute. Participants have a duty and obligation not to disclose confidential information regarding the business or affairs of the Institute or any Member or Registered Student, or to use any such confidential information for their own benefit or for the benefit of any third party. This applies during and after the period in which persons are Participants.

Any Participant who is uncertain about the propriety of an inquiry or exchange of information shall seek the written direction of the Responsible Authority on a timely basis.

e) Institute Property

All property, resources and staff services of the Institute including, without limitation, finances, membership lists, mailing lists, human resources, tools, equipment and time, are the sole and exclusive property of the Institute and may only be used for and on behalf of the Institute.

Institute property, resources or staff services shall not be used by a Participant for personal gain or benefit.

Any use of any Institute property, resources or staff services for other purposes shall first be approved in writing by the President & CEO or his/her designate.

All mail, computer resources, email, voicemail, telephones, fax machines and internet access of the Institute shall be used for business purposes of the Institute only.

The retrieval, downloading, storage or transmission, receipt, distribution or display of material that is illegal, obscene, profane, discriminatory, harassing or contrary to the interests of the Institute is strictly prohibited.

Participants shall not be entitled to privacy with respect to any personal use of the Institute's mail, computer resources, email, voicemail, telephones, fax machines and internet access. The Institute retains the right to audit and/or monitor the use of Institute property and resources at any time and without prior notice.

f) Intellectual Property

Any intellectual property developed by Participants in the course of their role with the Institute is the property of the Institute, and upon request of the Institute, such Participants shall assign all right in any such Intellectual Property to the Institute in writing at no cost.

g) Community/Political Activities and Contributions

The Institute supports the voluntary participation of volunteers and employees in community activities, including political activities. The Institute reserves the right to approve participation in community activities during business hours that could reasonably be seen to affect Institute interests. Exceptions shall be approved by the President & CEO in writing.

h) Alcohol and Drugs

While on Institute premises, participating in an Institute-sponsored activity, working on behalf of the Institute, or otherwise representing or being seen as representing the Institute, Participants shall not be:

- i. In possession of illegal drugs; or
- ii. Impaired by either alcohol or drugs.

If a Participant consumes alcohol or cannabis (where legally permitted) at an Institute function, they will do so responsibly and will not use any means of transportation that jeopardizes their safety or the safety of others.

3. ACKNOWLEDGEMENT AND UNDERTAKING

In recognition of the importance of the Code, all Participants shall be provided with a copy of the Code and shall be requested to read it carefully, and sign an acknowledgment of its receipt, and an Acknowledgement and Undertaking to comply with the Code throughout their tenure with the Institute and/or in all dealings with the Institute as contractor or supplier or agent, as the case may be.



ACKNOWLEDGMENT AND UNDERTAKING BY VOLUNTEERS, OFFICERS, EMPLOYEES AND DIRECTORS

I certify that I have received a copy of the Code of Conduct of The Canadian Institute of Chartered Business Valuators ("Code"), and that I have read, understand and agree to abide by the Code. 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, grounds for dismissal. I undertake to comply with the Code so long as I provide services to the Institute or participate in Institute activities.

Name: _____

Signature: _____

Date: _____