

2. Conduct and Integrity

2.2 Code of Ethics and Conduct Policy

A. Purpose

This policy establishes a code of ethics and conduct framework to govern the decisions of UWR Directors, Officers, non-Director Committee members, volunteers and staff, guiding conduct and to avoid appearance of improper behavior.

B. Scope and Application

This policy applies to all UWR Directors, Officers, non-Director Committee members, volunteers and staff.

C. Policy

i. Expectations of Conduct

All subject to this policy are expected to conduct themselves in all matters involving their association with UWR in a manner which is fully consistent with standards of behaviour that the public expects of UWR and upon which its reputation rests. At all times, those behaviours must reflect and not compromise the trust of donors, partners and community members. The actions of those subject to this policy shall be driven by the values of UWR.

To this end, they shall:

- Acquaint themselves with and adhere to UWR's mission, vision, values and policies
- Not participate in, condone, or engage in dishonesty, fraud, deceit, misrepresentation, illegal activity of any kind, or other misconduct that may adversely impact UWR or its reputation.
- Recognize and safeguard UWR's arm's length relationship with grantees and community partners, maintaining the independence and non-biased nature of grant-making processes
- Recognize and safeguard UWR's status as a registered charity which confers upon it important privileges including the privilege to issue donation receipts and which prevents it from participating in illegal or partisan political activities (i.e. direct or indirect support of, or opposition to, any political party or candidate for public office)
- Respect and uphold UWR's confidential or proprietary information to which they have access in the performance of their duties
- Ensure all fundraising communications and solicitation activities promote voluntary giving and are truthful and free of coercion
- Comply with all UWR's Policies, including those that address specific areas of conduct and ethics:
 - 1) Conflict of Interest Policy
 - 2) Non-Discrimination & Harassment Policy and Workplace Anti-Violence Policy
 - 3) Privacy Policy
 - 4) Fundraising Policy
 - 5) Media, Social Media or related Policies

6) Whistleblower Policy

- Directors shall show solidarity with all Board decisions including those to which they were opposed or where they expressed a contrary view during Board deliberations.
- ii. Personal Use of Social Media
Those subject to this policy have the right to use social media for personal and professional purposes including for the purpose of expressing their ideas and opinions in online forums, blogs and on other sharing platforms.

They acknowledge that:

- They are not authorized to officially represent the views or policies or to share confidential or proprietary information of UWR on their social media platforms
- They are encouraged to promote awareness of and participate in UWR through use of their personal social media and by reposting UWR's communication in social media
- They have a role and of the potential impact of their communication on the reputation of UWR and always act appropriately and with good judgement
- Any and all information on social media is considered public domain information which may be legally accessed and reviewed by UWR

D. Procedures

i. Education

The Board Chair has a duty to ensure that Directors, nominees for election to the Board, non-Director Committee members, and the CEO are made aware and comply with this policy.

E. Allegations of and Violations of this Policy

Alleged violations of this policy will be considered a serious matter.

i. By Directors, Officers, non-Director Committee members, volunteers or the CEO

If an allegation of violation of this policy is communicated to a Director, or if the UWR Board or a Committee has reasonable cause to believe a member has violated this policy, it shall inform the member or the CEO of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board or committee determines the member has violated this policy, it shall take appropriate disciplinary and corrective action. Such action may include an invitation to the member to resign or a motion to remove such member as permitted by the bylaws.

ii. By Staff

If an allegation of violation of this policy is communicated to the CEO or to a member of UWR management, or if the CEO has reasonable cause to believe that another member of staff or a volunteer has violated this policy, it shall inform

the employee or volunteer of the basis for such belief and afford them an opportunity to explain the alleged violation. If, after hearing the staff or volunteer's response and after making further investigation as warranted by the circumstances, the CEO determines whether the staff member or volunteer has violated this policy, it shall take appropriate disciplinary and corrective action. Employees who violate this policy will be subject to disciplinary action up to, and including, termination of employment. Volunteers who violate this policy may be removed from their duties and prohibited from volunteering with UWR.

iii. Misuse of Complaint Process

All individuals covered by this policy are encouraged to report genuine concerns regarding misconduct, unethical behaviour, or violations. The deliberate submission of vexatious, frivolous or bad-faith complaints – those made with malicious intent, reckless disregard for the truth or as a means of harassment – undermines the fairness and effectiveness of this policy. Directors found to have misused the complaint process may be invited to resign or, failing that, may be subject to a motion to remove them from the Board as permitted by the bylaws.

Staff found to have misused the complaint process may be subject to disciplinary or corrective action. Any determination regarding vexatious complaints will be made following a fair and impartial review process, ensuring that all parties are treated equitably.

F. Attestation

Those to whom this policy applies shall, at least annually, sign (or acknowledge electronically) that they:

- Have received and read the policy
- Agree to comply with the policy

G. Executive Champion

Board Chair and the CEO

H. Monitoring & Compliance

Governance Committee