

# STANDARDS OF CONDUCT

## OBJECTIVE/BACKGROUND

In keeping with the Christian identity and mission of the Canadian Foodgrains Bank, its dependence on public trust, and its role representing members and their denominational affiliations, employment and other engagement with the work of the Foodgrains Bank brings with it behaviour expectations.

This policy is intended to provide general guidance to employees on behaviour expectations.

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## SCOPE

This policy applies to all salaried and voluntary employees of the Foodgrains Bank, collectively referred to as 'personnel' in this policy.

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## POLICY

### 1. Professional Conduct

- 1.1. Personnel of the Foodgrains Bank are expected to conduct themselves professionally, and in a manner that is consistent with the mission and reflective of the membership of the Foodgrains Bank at all times while engaged in work related activities, whether in the office or elsewhere.
- 1.2. As a member of the Canadian Council for International Cooperation, Canadian Foodgrains Bank ascribes to the CCIC Code of Conduct. Staff are expected to be familiar with the articles of this Code and abide by them.
- 1.3. While Foodgrains Bank does not have a dress code, personnel should dress appropriately to the situation in which they are working, remembering that they represent the association's members and their church constituencies.
- 1.4. Use of profanity in the workplace is considered unacceptable behaviour.

### 2. Respect

- 2.1. Personnel are expected to treat their co-workers and members of the public with respect at all times.
- 2.2. Harassing or discriminatory behaviours of any kind are not acceptable and will not be tolerated.  
*See Harassment Policy for more information.*
- 2.3. Personnel should employ positive conflict resolution practices when interpersonal or employment related conflicts arise.  
*See Resolving Workplace Conflicts and Grievance policies for more information.*

### 3. Ethical Behaviour

- 3.1. Personnel are expected to be honest and transparent in all dealings with and on behalf of the Foodgrains Bank.

- 3.2. Personnel should avoid conflicts of interest in their work. Any potential conflicts of interest must be declared.

See *Conflicts of Interest* policy for more information.

- 3.3. Personnel are expected to treat sensitive information and information protected by federal privacy legislation with appropriate confidentiality.

See *Personal Information Privacy* policy for more information.

- 3.4. Personnel are expected to abide by all applicable laws, rules and regulations governing the charitable sector without exception.

#### **4. Responsibility**

- 4.1. Understanding that they are invited to serve on behalf of hungry people around the world, personnel should be diligent in attending to their job duties to the best of their ability.
- 4.2. In keeping with the Foodgrains Bank's commitment to stewardship of its financial, environmental and human resources, personnel should be careful in their use of Foodgrains Bank resources,
- 4.3. Beyond their own work, personnel should take responsibility for the welfare of the organization they serve, behaving in a manner that will build and maintain a positive reputation for the organization and its members.
- 4.4. Involvement in illegal activities whether during work time or personal time is not acceptable behaviour for personnel of the Foodgrains Bank.

#### **5. Reporting and Investigation**

- 5.1. Complaints of breaches of this policy should be made to the director of human resources or a senior staff member.
- 5.2. Foodgrains Bank will investigate all complaints of breach of this policy.
- 5.3. Foodgrains Bank assumes that reports of policy breaches will be made in good faith.
  - 5.3.1. Personnel reporting breaches of policy will not face reprisals for their actions unless the report is found to be frivolous or malicious.
  - 5.3.2. If an investigation finds that a report was made frivolously or with malicious intent, Foodgrains Bank will apply corrective or disciplinary measures to the complainant.

#### **6. Breach of Policy**

- 6.1. Staff found to be in breach of this policy may face sanctions up to and including termination of employment, depending on the nature of the breach and its impact on the organization, its members or its mission.

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## PROCEDURES

### Reporting and Investigation

1. Personnel are expected to take responsibility for their own behaviour and to ensure that they are not in breach of this policy.
2. When a complaint of a breach of policy is received, the person receiving the complaint will be responsible for alerting the director of human resources of the complaint. If the director of human resources is implicated in the complaint in any way or there is other conflict of interest, the report should be directed to the executive director.
3. The director of human resources will inform the executive director of the complaint and is responsible for developing an investigation plan and, where necessary, recommending corrective or disciplinary measures as warranted by the offence and the relationship of the offender to the Foodgrains Bank.
4. When a breach of this policy is suspected, reported or witnessed, Foodgrains Bank will employ its *'Resolving Workplace Conflicts'* procedures for investigating and addressing the behaviour in question.