

## PATHWAYS ABILITIES SOCIETY

### **PROCEDURE: CODE OF ETHICS**

**Applies to:** All Personnel and Volunteers

Original Effective Date: April 28, 2003

Effective Date: January 14, 2019

Replaces Procedure Dated: February 26, 2018

1. Employees and volunteers sign a statement committed to upholding the Code of Ethics policy upon hire and electronically on an annual basis thereafter at their performance appraisal meeting. The original document is kept in their employee file.
2. Employees of agency operated social enterprises sign the Code of Ethics-Social Ventures form upon hire and then once a year in the month of November.

### **Perceived Violation of the Code of Ethics**

Employees and Volunteers

1. If you witness a fellow staff or volunteer violating the Code of Ethics communicate your concern as soon as possible to a supervisor, manager, or the executive director.
2. The same day the supervisor or manager is notified of the perceived violation they will communicate the violation to the executive director.
3. Within two working days the executive director, or designate, will meet with the employee or volunteer to relay the violation and clarify the situation.
4. The executive director will decide if there has been a violation and if disciplinary action as per policy is warranted.
5. If an employee is not in agreement with the executive director's decision they may appeal the decision as per the collective agreement. Exempt staff and volunteers may appeal the decision as per the Conflict Resolution Policy and Procedure.

Executive Director

1. If you witness the executive director violating the Code of Ethics follow the above procedure steps 1 through 4, substituting the President of the Board of Directors in the place of the Executive Director.

Board of Directors

1. If you witness a member of the Board of Directors violating the Code of Ethics communicate your concern as soon as possible to the executive director or designate.
2. Within one working day the executive director, or designate, will notify the President of the Board of Directors of the perceived violation. If it is the President that is perceived to have violated the Code of Ethics, the Executive Director will communicate the concern to the Vice-President.

3. The President of the board (or the Vice-President in the case of the President being perceived to have violated the Code of Ethics) will decide if there has been a violation and how the situation will be remediated.