

STATEMENT of POLICY			
Manual:	Catalyste+	Policy No.	2.2
Section:	Governance	Approved:	March 1, 2021
Subject:	Ethics	Effective:	August 16, 2021
Issue to:	All Manual Holders	Page:	1 of 6
		Replaces:	August 17, 2017
Approved by:	Leadership Team		

Purpose

1.01 This Statement of Policy sets out the principles of conduct expected from everyone engaged in different roles across Catalyste+ (hereafter referred to as ‘the organization’).

2 Scope

2.01 The principles of this policy applies to the Board of Directors, Staff and Volunteers. Compliance with the principles outlined in this policy shall be treated as essential.

3 Policy

3.01 Principles of Conduct

- (a) Board of Directors, Staff and Volunteers shall act with honesty and integrity and ensure that all actions taken by the organization meet the highest ethical standards.
- (b) Board of Directors, Staff and Volunteers shall act to ensure that all laws and regulations pertaining to any jurisdiction within which the organization operates are adhered to.
- (c) Board of Directors, Staff and Volunteers operating in foreign jurisdictions shall not behave in any way contrary to Canadian law or ethical standards in that jurisdiction, regardless of local practice.
- (d) Board of Directors, Staff and Volunteers may not derive personal financial benefit from the organization.
- (e) The organization will contribute to the communities in which it operates as a good corporate citizen.

3.02 Human Rights

- (a) Board of Directors, Staff and Volunteers is responsible to respect the internationally recognized human rights covered within the International Bill of Human Rights.
- (b) Catalyste+ will operate in line with Canadian law, United Nations Guiding Principles for Business and Human Rights and international commitments made by Canada.
- (c) Board of Directors, Staff and Volunteers have the right to be free from harassment and discrimination (further elaborated in Catalyste+’s

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'Workplace Violence and Harassment Policy' and 'Gender Equality Policy').

- (d) Board of Directors, Staff and Volunteers has the right to career development and career advancement without discrimination.
- (e) Catalyste+ expects its partners to follow similar standards. In cases when these standards are not met, Catalyste+ will seek alternative practical ways to prevent or mitigate impact on human rights, which could include termination of partnership.

3.03 Conflict of Interest

- (a) Board of Directors, Staff and Volunteers must formally disclose in writing any real, potential or apparent conflicts of interest before taking up their duties. Officers and directors are expected to excuse themselves from taking part in any decisions in which they have a real, potential or apparent conflict of interest.
- (b) Real, potential or apparent conflicts of interest that arise during the course of their work with the organization must be reported by Board of Directors, Staff and Volunteers as soon as they arise.

3.04 Whistle-Blowing

- (a) It is the responsibility of all Board of Directors, Staff and Volunteers to comply with the mission and values of Catalyste+ in their officership, employment, contractual obligations and volunteer activities, and to make disclosures when appropriate.

(b) Matters Warranting Disclosure

"Disclosures" include, but are not limited to, information concerning:

- an act or omission constituting a violation of Catalyste+ policies, standards or practices;
- an act or omission constituting an offence under any provincial or federal legislation;
- an act or omission that creates a substantial and specific danger to the life, health or safety of persons or to the environment;
- gross mismanagement.

(c) Making Disclosures

Catalyste+ encourages individuals to make disclosures of the 'Matters Warranting Disclosure' identified above. Under normal circumstances disclosures should be made directly to supervisors, whose responsibility it is to ensure organizational integrity, compliance and accountability.

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Catalyste+ recognizes, for various reasons, it may not always be possible to make disclosures through normal channels. In such cases, disclosure should be made directly to Chair of the Board of Directors at board.chair@catalysteplus.org.

(d) No Reprisal

An individual who retaliates, in any fashion, against someone who has made a disclosure in good faith may be subject to discipline up to and including termination.

(e) Disclosures not made in Good Faith

Catalyste+ is concerned about protecting the reputation of its Board of Directors, Staff and Volunteers from false or malicious allegations. Catalyste+ will therefore ensure that the necessary resources are provided to investigate any disclosure which it receives.

It is important to understand that Catalyste+ will view seriously any disclosure which proves to be false, malicious or of a frivolous nature, and that any person making such a disclosure may be subject to discipline up to and including termination.

(f) How the Organization will respond

Catalyste+ will respond to each disclosure in a timely and efficient manner. It should be noted that the seriousness, complexity and timeliness of a disclosure may impact the method, resources and speed with which a disclosure is reviewed and/or investigated, and resolved.

4 Responsibility

4.01 It is the responsibility of every individual to apply good ethical judgement in day-to-day activities and to adhere to both the principles and particulars outlined in this policy.

4.02 It is the responsibility of the President & CEO to ensure that all employees and volunteers are aware of this policy.

4.03 It is the responsibility of the Chair of the Board to ensure that all directors and the President & CEO are aware of this policy.

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5 Definitions

- 5.01** “**Staff**” includes all Full Time & Part Time employees, contract employees, independent contractors.
- 5.02** “**Volunteers**” includes all in-house and project assignment volunteers
- 5.03** “**Conflict of interest**” refers to a situation where an individual or a close relative of the individual has a personal stake in a particular decision or direction being taken by the organization and has some degree of influence over that decision or direction.
- 5.04** “**Whistle-blowing**” refers to the disclosure by a person, usually an employee in a government agency or private enterprise, to the public or to those in authority, of mismanagement, corruption, illegality, or some other wrongdoing.
- 5.05** “**Whistle-blower**” refers to an individual who reports illegal or unethical behaviour on the part of any employee or volunteer, including a manager or business colleague.

6 References and Related Statements of Policy

Policy No. 1.8 – Confidentiality and Privacy

7 Appendices

- Appendix A – Declaration of Conflict of Interest [Employees & Volunteers]
- Appendix B – Declaration of Conflict of Interest [Directors]

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**Appendix A – Declaration Form for Conflict of Interest
(Employees & Volunteers)**

CONFLICT OF INTEREST DECLARATION FORM	
<p><i>All employees and volunteers are required to declare any real, potential or apparent conflicts of interest to the organization. Conflicts of interest include:</i></p> <ul style="list-style-type: none"> ▪ <i>Shares or other financial interest in any company doing business with or wishing to do business with the organization</i> ▪ <i>Close family or personal relationships with individuals in a position to influence the affairs of the organization, or otherwise engaged in the affairs of the organization</i> ▪ <i>Close relationships with individuals having an interest in information, competitive, intellectual or other of the organization</i> 	
<p align="center">This form should be provided to Human Resources/Manager of Recruitment</p>	
<p>Declaration: I declare the following actual or potential conflicts of interest:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
Employee/Volunteer Name (print):	Employee/Volunteer Signature:
Date:	Human Resources/Recruitment Manager Initials:

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Appendix B – Declaration Form for Conflict of Interest (Board Members)

CONFLICT OF INTEREST DECLARATION FORM	
<p><i>Board Members are required to declare any real, potential or apparent conflicts of interest to the organization. Conflicts of interest include:</i></p> <ul style="list-style-type: none"> ▪ <i>Shares or other financial interest in any company doing business with or wishing to do business with the organization</i> ▪ <i>Close family or personal relationships with individuals in a position to influence the affairs of the organization, or otherwise engaged in the affairs of the organization</i> ▪ <i>Close relationships with individuals having an interest in information, competitive, intellectual or other of the organization</i> 	
<p>This form should be provided to the Secretary of the Board of Directors.</p>	
<p>Declaration: I declare the following actual or potential conflicts of interest:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
Name (print):	Signature:
Date:	