



## **CODE OF CONDUCT**

### **Our Values, Principles, and Behaviours**

#### **INTRODUCTION**

Arks Harvest is a not-for-profit organization that delivers a food share program to the immediate and surrounding communities. The goal of Arks Harvest is to create a sustainable program that offers affordable food for everyone while working together with the surrounding community.

#### **WHO IS SUBJECT TO THIS CODE**

This Code of Conduct outlines the Values, Principles and Behaviours for all Arks Harvest volunteers regardless of level of authority, duties, or responsibilities. Each Arks Harvest member is expected to respect the Code, to help others do the same, and to remember that our daily decisions and actions affect our organization and our colleagues, and can have an impact on the confidence placed in us. Compliance to this Code is a condition of volunteering. Failure to comply with it, or other Arks Harvest policies, can result in disciplinary action, including dismissal.

#### **WHAT IS INCLUDED IN THIS CODE**

This Code sets out Arks Harvest's Values, Principles, and Behaviours. Arks Harvest expects members not to engage in activities that may cause or contribute to reputational damage for the Organization, even if they are not specifically mentioned in the Code.

The expected behaviours mentioned in the Code cannot cover every possible situation we might encounter at Arks Harvest. We trust each other to use good judgment and common sense, and to refer to the Values and Principles contained in this Code as guidance, and to seek further information or help as required. Ethics is everyone's responsibility: each of us, no matter the position we hold, contributes to making Arks Harvest an organization we can be proud of. In addition, volunteers and board members who are in a position of trust and/or authority have a particular responsibility to exemplify the Values, Principles and Behaviours contained in this Code.

#### **WE SERVE THE COMMUNITY**

We strongly believe in our mission of working with local businesses, community programs and farmers to help get fresh, good quality produce into every household regardless of income level, at an affordable price.



## **RESPECT**

Arks Harvest respects human dignity and recognizes the intrinsic value of every person. We strongly believe that diversity enriches our workplace and community. We value the variety of perspectives and opinions within our organization, recognizing that they add value to our decisions and our work. Respect in the workplace allows us to establish and maintain an environment where we can thrive. We are all responsible for contributing to an environment where mutual respect, civility and cooperation are the norm. We seek to prevent interpersonal conflicts and disagreements; should they occur, we seek to resolve them in a respectful and collaborative manner. Moreover, Arks Harvest does not tolerate, ignore or condone comments, conduct, actions or gestures that would be reasonably considered to create an intimidating, humiliating, hostile or offensive work environment.

## **DISCRIMINATION, HARASSMENT, AND VIOLENCE**

Discrimination, harassment (including sexual and/or mental harassment), bullying and violence in the workplace are not tolerated at Arks Harvest.

## **DISCRIMINATION IS PROHIBITED**

Adverse differential treatment of a person or a group for reasons based in whole or in part on prohibited grounds as set out in the Canadian Human Rights Act is unacceptable. These currently include race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability, and conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered.

## **WORKPLACE HARASSMENT OR VIOLENCE**

Any action, conduct or comment(s), including of a sexual nature, that can be expected to cause offence, humiliation or other physical or psychological injury or illness to an employee, including any action, conduct or comment as prescribed per Part II of the Canada Labour Code.

## **CONFLICTS OF INTEREST**

A conflict of interest is identified when a volunteer's personal interests, those of a family member, or those of someone with whom they have a close personal or business relationship affect or might affect their judgment or ability to carry out their work duties. Arks Harvest has a duty to avoid and/or remove conflicts of interest situations that could be perceived as such. Should we find ourselves in such a situation we must immediately disclose it to the Arks Harvest Board of Directors, in order to ensure that all parties are protected and that information is easily available if decisions need to be referenced.



## **SOCIAL MEDIA**

While it is important for us to be invested in digital tools such as social media to ensure that we are engaging with our local communities, when utilizing Arks Harvest social media accounts, we ensure we act in a way that reflects Arks Harvest’s policies and values, and in particular, this Code. While it is challenging to draw a clear distinction between personal and professional personas on social media accounts, keeping in mind that any reference made to your work, workplace or colleagues, even within a personal context, is subject to this Code of Conduct and related policies. It should be noted and recognized that nothing posted on social media or the internet can be considered truly private or erasable. We are also responsible for ensuring that what we post is not confidential information, and will not compromise Arks Harvest’s integrity or impartiality nor be likely to harm Arks Harvest’s reputation. In addition, Arks Harvest’s brands, logos and trademarks, including services and programs, shall not be associated with personal accounts. You are not authorized to derive revenues, benefits or interest from Arks Harvest related information.

## **PROTECTING PERSONAL INFORMATION**

We protect the privacy of our volunteers, customers, and business partners. Personal information should be collected, kept and used only as described in our policies.

## **CONFIDENTIAL INFORMATION**

Protecting the information generated in our work is crucial to our success, reputation and well-being, and should be considered part of our responsibility towards Arks Harvest. Inappropriate and/or accidental disclosure of confidential information could result in liability, harm, loss of reputation or other negative consequences for a given individual or Arks Harvest. Being aware that even when any such information released may seem harmless, disclosure could have operational, financial and/or reputational impacts including liability on Arks Harvest.

## **MAINTAINING RECORDS**

We create and maintain reliable and usable records in support of ongoing activities, and we make every effort to ensure the protection and integrity of these records. Our ability to conduct business in a timely and efficient manner depends on our ability to readily access our records. This may include documents and emails regarding decisions, policies and procedures that are pertinent to Arks Harvest.



## **FRAUD AND THEFT**

Fraud and theft will not be tolerated at Arks Harvest. This includes, for example, the misappropriation or theft of assets such as: the intentional misrepresentation of expense claims, the purchase of goods or services; and fraudulent statements.

## **COMPLIANCE WITH OUR POLICIES**

Arks Harvest members/volunteer are responsible for carrying out our duties in accordance with Arks Harvest's policies including this Code, in a manner that is impartial. Such compliance is a condition of volunteering. This meets our legal, moral, and social responsibilities, and managing our assets and our risks responsibly while upholding community trust, and maintaining a workplace we can all be proud of.

## **PROTECTION FROM REPRISALS**

Arks Harvest will protect from reprisal any volunteer who, in good faith, raises a concern in accordance with this Code of Conduct.

## **CONCLUSION**

Arks Harvest values the relationships we nurture and promote with our colleagues, our community and our workplace. The purpose of this Code is to educate and provide guidance to each of us to do our best, be proud of what we do and how we do it. We at Arks Harvest are responsible for living up to this Code of Conduct, and ensuring that this becomes the culture of our organization.