



Code of Ethics

February 2015

Introduction:

Our Code of Ethics is the enduring factor of our Association's Code of Conduct.

"A Code of Conduct equation"

Code of Conduct = Code of Ethics × Board of Directors (volunteers, time/discussion,) × topics

Ethics, similar to morals and values, can be rational, personal, emotional, "heartfelt" but perhaps difficult to state in words. However, through discussion and consensus, they become the cohesive understanding that frame our applied Code of Conduct of our non-profit Association.

A Code of Conduct deals with topics such as; confidentiality, conflicts of interest, maintaining accurate records, media relations, purchasing policies, use of assets and more. It has guidelines, supported by our policies and rules of procedure, which are based on the principles of our Code of Ethics. Our Code of Ethics guides our conduct as a reference for thoughtful planning, determined dedication and collective commitment. Our Code of Ethics is the foundation of our commitment to good practices.

Good practices are required, as responsible and accountable community volunteers, to engage with our many stakeholders; some external (other associations, home builders, municipal/provincial governments, surrounding businesses) and others internal (our residents and volunteers). We know the confidence and trust they hold can be defined by the choices and behavior of our Community Association.

Therefore, our Association has a commitment to develop and follow ethical standards. More than another set of rules, they represent a specific culture to maintain, preserve and reflect. They also imply a sense of loyalty and a trusted professionalism amongst us. They help us deal with possible ethical dilemmas as they arise and limit our potential exposure to risk.¹ Our ethical standards will strengthen our effectiveness, our accountability and create a proper tone amongst us, and throughout our community, as we grow.

We will always demonstrate an ongoing commitment to the core values of community citizenship, volunteerism, trustworthiness, fairness, openness, respect, and accountability in our Association.

"We can afford to lose money, even a lot of money. We cannot afford to lose our reputation, not even a shred of it." (Warren Buffet)

¹ P.18 *"The Responsible Administrator - An Approach to Ethics for the Administrative Role"* by Terry L. Cooper
6th Edition March 2012 (Wiley)



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Our Fundamentals for Volunteers:

Our first and foremost ethical responsibility, as Board of Directors, involves the administration of volunteer resources. Therefore, we commit to the following principals of ethics as outlined by the Canadian Code for Volunteer Involvement².

Citizenship: (Volunteerism)

We, the administrators of the La Crois e Community Association, are committed to volunteerism as a positive force for responsible citizenship, social action, quality services, healthy communities and civil society. We believe that volunteerism makes our society more just, compassionate and caring.

Accountability:

We, the administrators of the La Crois e Community Association, recognize that our roles involve various accountabilities to volunteers, our organization, Municipality/Province authorities, businesses and neighbours. We believe that accountability is a key value in the pursuit of excellence.

Respect:

We, the administrators of the La Crois e Community Association, are grounded in a strong belief in respect. As volunteer Board of Directors and administrators, we demonstrate our respect to volunteers, our Association, to the community and all other stakeholders.

Fairness:

We, the administrators of the La Crois e Community Association, are guided by fairness in all our decisions and treat volunteers and all our stakeholders in a fair and equitable manner.

Trustworthiness:

We, the administrators of the La Crois e Community Association, in our dealings with volunteers, ourselves and all stakeholders, demonstrate our trustworthiness by our honesty, integrity, reliability, loyalty, ethical decision making and caring.

² The Canadian Code for Volunteer Involvement – *Values, Guiding Principles and Standards of Practice* (Volunteer Canada 2012)



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Our Board of Directors:

i. Personal and Professional Integrity

All La Croisee Association Board Directors and community volunteers act with honesty, integrity and openness whenever we represent our Association in relationships with ourselves, and others, in order to merit respect and confidence. As representatives, we promote a community environment that values openness, respect, fairness and integrity. Each member of the Board has the duty to uphold these values themselves and with each other. Suspected violations of our Code are to be reported to the President and the Secretary of the Board.

ii. Mission

As stated in our Association Bylaws³, “Article 2 - Objectives”, our mission and purpose, as approved by the Province of Quebec and our members, is to assist our local community through citizenship and volunteerism. Our programs and volunteers are in support and loyal to this value in our society at large.

“To nurture and promote a shared sense of belonging to our community amongst its residents by supporting and encouraging communication and involvement in community events.

Defend and promote the shared, common interests of our community on issues affecting the planning, resources, development and environment of our community in a cooperative and informative manner.

Promote and develop local social activities including sports and recreation in our community.

Develop and circulate information to the community and assist in developing communication amongst residents through the ownership, development and management of our non-profit community website “⁴

iii. Governance

Our Board of Directors are responsible for setting the mission and strategic direction of the organization on behalf of our community members. We are also responsible for oversight of the finances, operations, and policies as a registered “non-profit” enterprise. These specified terms of service, duties and responsibilities will be conducted with integrity and honesty. Our relationships are based on mutual respect, fairness, honesty and openness.

The Board of Directors will provide timely and comprehensive information to effectively carry out its duties so that our resources are responsibly and prudently managed with effective outcomes.

³ La Croisee Community Association - Association Bylaws - November 2014



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Board of Directors: (continued)

iv. Legal Compliance

Our Association recognizes the importance of being knowledgeable, transparent and in compliance with all Quebec and municipal laws and regulations applicable to our organization. We will also monitor the impact of public policies on our organization and maintain our diligence in responding and abiding by these policies in a respectful manner.

v. Responsible Stewardship and Fundraising

The La Crois e Community Association manages its funds responsibly, transparently, prudently and professionally. As a responsible “non-profit”, we do not accumulate operating funds excessively. Our spending practices and policies are fair, reasonable, appropriate and restricted to fulfilling our mission consistent with our community member intent in support of our public purpose.

All donations and gifts will be used for the purposes for which they were given, prudently, transparently and with respect.

vi. Openness and Disclosure

The La Crois e Community Association provides comprehensive and timely information to all stakeholders and is responsive in a timely manner to reasonable requests for information. All information fully and honestly reflects our policies and practices. All published materials and correspondence accurately represent our agreed to policies, practices, and programs. All financial, organizational, and program reports are complete and accurate in all material respects.

vii. Program Evaluation

The La Crois e Community Association regularly reviews program or event effectiveness and has mechanisms to incorporate lessons learned into future programs. We are committed to improving program and organizational effectiveness and developing mechanisms to promote learning from our activities and the community. We are responsive to the changes and needs of our community.

viii. Inclusiveness and Diversity

The La Crois e Community Association is committed to inclusiveness, diversity and cultural wisdom in its staff, board and volunteers. We will take meaningful steps to promote inclusiveness in volunteer recruitment, promotion, information provided and members served.



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Summary Note – February 2015:

Although this code will be presented to our Board of Directors for adoption this year, our Code of Ethics should always continue to be reviewed and revised as necessary.

A Code of Ethics is, by necessity, general in outlining our fundamental ethical principles. It is not a detailed set of recommended practices on a specific issue. In most cases, those more specific recommended practices are provided by our Bylaws, Policies and Code of Conduct and its guidelines. This Code of Ethics document is intended as a preliminary model for review, modification and adoption.

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