



## CODE OF CONDUCT AND ETHICS

### INTRODUCTION

The Army Cadet League of Canada (ACLC) is committed to ensuring a strong, inclusive, healthy, and respectful workplace that is free of harassment, violence, and discrimination.

The ACLC will not tolerate harassment or violence in the workplace from anyone and is committed to eliminating and doing everything reasonably practicable to prevent this inappropriate and unacceptable behaviour.

The leadership will appropriately investigate any allegations of violence and harassment and take appropriate corrective action to address this conduct in accordance with this Policy.

This policy applies to all members of the ACLC, which includes, but is not limited to volunteers, employees, directors, and supporters of the Army Cadet program.

### CORE BELIEFS

- **OBJECTIVES**: this code outlines the values and expected behaviours that guide our members in all activities related to our ACLC duties. By committing to these values and adhering to the expected behaviours, our members strengthen the ethical culture and contribute to stakeholder, partner, and public confidence in the integrity of our business.
- **VALUES**: these values guide us in everything we do. This Code of Conduct is an important source of guidance for the ACLC.
- **RESPECT FOR PEOPLE**: treating all people with respect, dignity, and fairness is fundamental in our relationship with each other, stakeholders, partners, and the public and contributes to a safe and healthy organizational environment that promotes engagement, openness, and transparency.
- **INTEGRITY**: integrity should be the cornerstone of any organization. Acting always with integrity and in a manner that will bear the closest member, stakeholder, partner, and public scrutiny. By upholding the highest ethical standards, we conserve and enhance confidence in the honesty, fairness, and probity of the ACLC.
- **EXCELLENCE**: excellence in the design and delivery of our policies, programs, and services are beneficial to everyone interacting with the ACLC. Engagement, collaboration, effective teamwork, and professional development are all essential to our high-performing organization.
- **RESPONSIBILITY**: providing timely, efficient, and effective services that respect our members, stakeholders, and partners' needs.
- **ACCOUNTABILITY**: continually improving the quality of policies, programs, and services we provide.
- **TEAMWORK**: providing our decision-makers with all the information, analysis, and advice they need, always striving to be open, candid, and impartial.



## **COMMUNICATIONS**

As members of the Army Cadet League of Canada (ACLC), we shall not issue, sign, or associate ourselves with any communications which we know, or should have known, is false or misleading. We will disclose, in any reports, any material fact or information, the omission of which could render the report misleading.

## **CONDUCT**

As members, we shall always exercise due care and integrity in the performance of our work and be dedicated to the ACLC. We should display objectivity and fairness when dealing with employees, other members of our organization, stakeholders, partners and exercise loyalty to the ACLC in a manner deserving of a professional. We will always strive to safeguard the interests of the ACLC and public and will not lend our name or act in any way which would discredit the organization, nor will we engage in any illegal or unethical activity.

## **CONFLICT OF INTEREST**

As members, we shall hold ourselves free of any interest or arrangement which could in fact or appearance impair our objectivity or judgement. We shall inform another member, stakeholder, partner, or the ACLC leadership of any business connections, affiliations, and interests of which the member, stakeholder, partner or ACLC leadership might reasonably be expected to be informed and shall not use information relating to our membership or an engagement to either directly or indirectly obtain an advantage or benefit.

## **CONFIDENTIALITY**

As members, we shall treat all information that becomes known to us in the course of our work as confidential and safe, except where disclosure is required by a court of competent jurisdiction or with the consent of our Solicitor, or if we become aware of illegal activity.

## **HARASSMENT**

Workplace harassment is objectionable or unwelcome conduct by an employee or member, that the employee or member knew or ought reasonably to have known would harm or cause offence, humiliation, degradation, or embarrassment, or which generally causes a hostile, intimidating, or abusive work environment or otherwise adversely affects the health and safety of an employee or member. Workplace harassment includes bullying, which is a form of harassment.

Harassment can also be a form of discrimination when it relates to a person's race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age ancestry, place of origin, marital status, source of income, family status, sexual orientation, or political affiliation, or any other protected ground of discrimination.

At ACLC, we have a zero-tolerance policy for any form of harassment. We treat all fellow members, employees, stakeholders, partners and the public with dignity and respect at all times. Harassment can include actions, language, written words, or objects that create an intimidating or hostile environment, such as:

- Yelling at or humiliating someone;
- Physical violence or intimidation;
- Unwanted sexual advances, invitations, or comments;



- Visual displays such as derogatory or sexually oriented pictures or gestures;
- Physical conduct including assault or unwanted touching;
- Threats or demands to submit to sexual requests as a condition of favourable treatment, or to avoid negative consequences; and
- Discriminatory behaviours.

### **BULLYING**

At ACLC, we are committed to ensuring that our members, employees, stakeholders, partners, and the public work in a safe and respectful environment that is free of bullying. Bullying can include:

- Criticizing or belittling someone;
- Intimidating someone;
- Excluding or isolating someone socially;
- Spreading malicious rumour or gossip;
- Withholding necessary information, or purposefully giving wrong information;
- Impeding someone's work;
- Sending offending jokes or email; and
- Establishing impossible deliverables.

### **BUSINESS AND SOCIAL RESPONSIBILITY**

The ACLC understands that business and social responsibility extends to our entire membership base, stakeholders, partners, and the public. This encompasses not only the deliverables and services provided but also the human rights, ethics, and social practices of our organization and its relationships at all levels.

### **CONFIRMATION**

I have read and understood this Code of Conduct and Ethics policy. I will abide by this Code and all policies of the Army Cadet League of Canada, its affiliated Branches and Support Committees.

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Print Name

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Signature

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Date

