

## CEA Code of Conduct

**PURPOSE:** To outline CEA's expectations regarding the ethical and conduct standards that each director, employee, contractor, and volunteer should adhere to while acting on behalf of the Association.

**Code of Conduct:** Each Board Member, employee, contractor, and volunteer is expected to read and become familiar with the ethical standards described in this Code.

CEA endorses the following principles:

- Honest and ethical conduct, including the ethical handling of actual or apparent conflicts of interest
- Full, fair, accurate, timely, and clear disclosure in all reports to members and the public
- Compliance with all applicable government laws, rules, and regulations
- Accountability by all directors, employees, contractors, and volunteers adhere to this Code

This Code provides broad legal principles of ethical conduct embraced by CEA. It is not a complete answer to all legal or ethical questions that may arise during the course of business, and therefore the Code must be applied using common sense and good judgement.

### A. Administration

The Board is responsible for setting the standards of the conduct contained in this Code and updating these standards as necessary to reflect changes in the legal and regulatory framework applicable to CEA and prevailing ethical standards of the communities in which CEA operates. While it is the Board's duty to oversee procedures designed to implement this Code, it is the individual responsibility of each director, employee, contractor, and volunteer of CEA to comply with this Code.

### B. Compliance with Laws, Rules and Regulations

Obeying the law, both in letter and in spirit, is the foundation on which CEA ethical standards are built. All directors, employees, contractors, and volunteers must respect and obey the laws and governmental rules and regulations of the country, province, cities, and local communities in which we operate.

CEA is engaged in a variety of relationships with organizations and individuals. In all interactions, CEA directors, employees, contractors, and volunteers are required to act ethically, honestly, and with integrity and to comply with all laws, rules, and regulations governing their activities. In all dealing with others, directors, employees, contractors, and volunteers must avoid even the perception of that favourable treatment is sought in exchange for the services and/or support of CEA.

## **C. Fair Dealing**

CEA is committed to promoting the values of honesty, integrity, and fairness in the conduct of its business and sustaining a work environment that fosters mutual respect, openness, and individual integrity. Directors, employees, contractors, and volunteers are expected to deal honestly and fairly with CEA members, stakeholders, and other third parties.

## **D. Discrimination, Bullying, and Harassment**

CEA is committed to providing a working environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional workplace that prohibits discriminatory practices. Harassment is a form of discrimination and it will not be tolerated by CEA. Workplace bullying is characterized as actions that include: rudeness and hostility that disrespects the target; threats and intimidation, including the abuse of power; and/or deliberate acts that interfere with the target's work.

## **E. Health and Safety**

CEA strives to provide each of its employees with a safe and healthy workplace. Each employee has responsibility for maintaining a safe and healthy workplace for other employees by following health and safety rules and practices instituted by CEA and by reporting accidents, injuries, and unsafe equipment, practices, or conditions.

Violence and threatening behaviour are not permitted. Employees should report to work in condition to perform their duties, free from the influence of illegal drugs, cannabis, and/or alcohol. The use of illegal drugs, cannabis, and /or alcohol in the workplace will not be tolerated.

## **F. Reporting and Effect of Violation**

Directors, employees, contractors, and volunteers are encouraged to report any conduct that they believe, in good faith, to be a violation or apparent violation of this Code. Reports should be made to the CEO or a member of the CEO Board as described in the Complaint and Discipline procedure.

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Full Name

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Signature

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Date

## Appendix: CEA Values & Guiding Principles

**Well-Being** - We strive to create a supportive and inclusive work environment that: fosters personal and professional growth; promotes work-life balance; and recognizes and values the contributions of all team members.

**Relationships** - We value a culture of relationship building, transparency, open communication and mutual respect where our staff, leadership, Board, clients and partners feel heard, respected and valued. We prioritize trust and respect in our collaborations. We endeavor to meet communities where they are at and seek opportunities to learn from community members' lived experiences and contributions.

**Equity** - We prioritize, model and facilitate equitable engagement and decision making, which means creating the conditions for all community members, especially those who have been historically excluded, to have an opportunity to provide input and be involved in solution. We acknowledge the systems change required to activate this decade of climate action and seek to engage and uplift other organizations working in this space.

**Two-way Knowledge** - We merge our practice with local experience and knowledge. We are collaborating in the co-design and implementation of solutions that will have the most impact locally. We deliver foundational capacity-building opportunities to support communities' self-determined long-term success.

**Accountability** - We ensure transparency and accountability in all our work, which means communicating clearly – both internally and externally – about our intentions and progress. We create clear goals in collaboration with organizational and community needs and priorities and track progress.

**Truth & Reconciliation** - We commit to developing strategies that support the Calls to Action of the Truth and Reconciliation Commission and the articles of UNDRIP. Our work with, and in, Indigenous populations and communities will give us opportunities for two-way learning and understanding. It will help us to develop humility and flexibility in our relationships with the Indigenous communities we are collaborating with.

**Transformative Change** - We acknowledge the systems change required to activate this decade of climate action and seek to engage and uplift other organizations working in this space to enable lasting, transformative change. Our work is informed by collective knowledge systems, and focused on designing and delivering technical, structural and social solutions that have impact now, while also creating the conditions for future systems change.