

We Care Foundation of Newfoundland & Labrador

PERSONNEL CODE OF CONDUCT

Policy: Operations	
Policy: Personnel Code of Conduct	Version 000
Drafted by: HR Consultant	October 31, 2023
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Reviewed by: Executive Director	November 31, 2023

Section 1: Introduction

1.1 The We Care Foundation of NL (WCFNL) code of conduct is for their personnel (which include employees and contract workers). This document lets employees know what is expected of them in the workplace and when representing the organization.

1.2 Personnel are responsible for honest and ethical conduct as a shared responsibility. Individually, they are expected to act with personal integrity in carrying out their designated roles and responsibilities.

1.3 Foundation of WCF of NL

Mission:

- To create and implement humanitarian programs and activities to support those in need. The main focus is to provide free gender-based support programs and services.
- This includes programs and services to address and end gender-based violence against immigrant and racialized women, girls, seniors and 2SLGBTQIA+.

Mandate:

- Address, Eliminate and Prevent Gender-Based Violence Against Immigrant, Refugee and Racialized Women, Girls and 2SLGBTQIA+
- Advancing Education
- Relieving Poverty
- Improving Socio-Economic Conditions of Vulnerable Newcomers/Immigrants, Refugees and Racialized Families and Individuals.
- Reducing Unemployment

Section 2: Policy Statement(s)

2.1 WCF of NL is committed to ensuring all personnel understand and follow the Personnel Code of Conduct during all activities and events undertaken on behalf of the organization.

Section 3: Purpose

3.1 The purpose of this policy is to ensure that personnel model ethical standards in the programming of our organization.

Section 4: Scope

4.1 This policy applies to all WCF of NL personnel, including staff, contractors, and management.

Section 5: Responsibilities

5.1 The Executive Director is responsible to ensure all staff receive a copy of, understand and follow the Code of Conduct.

5.2 Personnel are individually responsible to understand and comply with the Code of Conduct.

5.3 Guidelines for Personnel Code of Conduct. All personnel will:

- Promote the mission and mandate of WCF.
- Act ethically, honestly and with integrity at all times.
- Disclose involvement that might be viewed as a real or perceived conflict of interest, and bring it to the attention of the Executive Director for review.
- Treat all discussions and any information obtained as a result of their position as a personnel, as confidential, unless otherwise stated.
- Ensure they are following their contract and other legal obligations, including job description, hours, and roles & responsibilities.
- Prepare for meetings and participate actively and respectfully.
- Work with applicable WCF policies and best practices.
- Review their own learning needs and seek training or education if needed to carry out their responsibilities as a personnel.
- Actively support WCF of NL in ongoing development activities.
- Foster an inclusive and diverse workplace and treat all participants and personnel with respect.
- Develop the organization's capacity by sharing their knowledge and skills.
- Ensure that any WCF of NL property is used for its intended purpose, is maintained in good condition, and returned as agreed.
- Refrain from any behaviour which is considered harassment or inappropriate, and report all inappropriate behaviour or objectionable conduct to the Executive Director or Board of Directors.
- Work safely and report and/or address all hazards or incidents.

- Report to work fit for duty and never report to work while under the influence of alcohol or drugs.