

aware that conflicts of interest can arise through various relationships including, but not limited to, family relationships, economic relationships and personal or intimate relationships.

PERSONAL GAINS

Directors, staff and volunteers should not use their status to obtain personal gain from any individual, organization or group that does or is seeking to do business with DWDC. They should neither seek nor accept gifts, payments, services, fees, special valuable privileges, trips, accommodations or loans from a client, donor or member. Also, they should not use for their own purposes, including financial gain, or disclose for the use of others, information such as lists of members, donors or clients obtained as a result of their role with DWDC.

ETHICAL FUNDRAISING

Directors, staff and volunteers involved in fundraising for DWDC should conduct such affairs in a responsible manner, consistent with the ethical obligations of stewardship, applicable laws and DWDC fundraising or gift acceptance policies.

PROTECTION AND PROPER USE OF ASSETS

Directors, staff and volunteers should protect the organization's assets, and use them to efficiently fulfill organizational purposes. These assets include: property (facilities, computers, etc.), income (donations, membership fees, grants and contributions, investment earnings), goodwill (reputation, stature in the community, ability to raise funds, appeal to prospective volunteers, board members, and staff), and information (about staff, volunteers, clients, donors, members, research funding applications, other).

RESPECTFUL CONDUCT

Directors, staff and volunteers should treat clients, donors, members, and each other with respect. They should avoid harassment, bullying, discrimination or other behaviours that compromise the dignity and self-worth of others or abuse their human rights.

The reputation of DWDC is one of its most significant assets. Our reputation and work environment are based on the actions and behaviors of our directors, staff and volunteers. Through screening and training of directors, staff and volunteers, DWDC aims to recruit individuals who best embody the values and behaviours listed above. All directors, staff, and volunteers must comply with this Code of Conduct as it applies to them, as well as to any related policies and procedures.

The Chief Executive Officer and the Human Resources Committee are responsible for establishing a process to deal with non-compliance with the Code of Conduct, except where breaches are properly dealt within according to procedures under more specific policies.