IT'S YOUR LIFE. IT'S YOUR CHOICE.
DYING WITH DIGNITY CANADA

DWDC CODE OF CONDUCT

APPROVED BY BOARD OF DIRECTORS NOVEMBER 2, 2019

Dying with Dignity Canada (DWDC) is a charitable human rights organization whose mission is: **Through advocacy, public education and personal support, to ensure Canadians have access to quality end-of-life choice and care.**

DWDC's board of directors, staff and volunteers are expected to conduct themselves, and the work they perform on behalf of the organization, in a manner that safeguards its reputation and is respectful of all people with whom they come in contact. They should complete their work in accordance with the core values of DWDC which are: to be **person-centred**, have **compassion**, **integrity** and **courage**, and **foster collaboration**.

The Code of Conduct aims to ensure DWDC activities are conducted in an open, fair and transparent manner. It defines acceptable behaviours, promotes the highest standards of practice and establishes a framework for ethical conduct and responsibilities for the directors, staff and volunteers of DWDC.

COMMUNICATIONS

Directors, staff and volunteers should develop, use and amplify DWDC communications (letters, email, social media, public speaking platforms, blogs) according to their respective roles and any policies or guidelines in place. They should use professional and respectful language when communicating information or speaking on behalf of DWDC to each other, members, donors, or clients. Only authorized spokespersons should deal with media enquiries or speak on behalf of the organization in a public forum.

COMPLIANCE WITH THE LAW

Directors, staff and volunteers should be aware of and comply with the legislation and regulations that affect how they carry out their work for the organization. These include federal and provincial laws relating to: registered charities; privacy; human rights; income and sales tax; health (protection of health information, mental health, protecting seniors and vulnerable persons, health and safety); corporations; employment law; and the *Criminal Code*.

CONFIDENTIALITY

Directors, staff and volunteers may have access to information and documents relating to the organization, its clients, members, donors, volunteers and staff that are private and confidential in nature, and they should at all times respect and protect the privacy and confidentiality of this information.

CONFLICT OF INTEREST

Directors, staff and volunteers should protect the interests and reputation of DWDC by recognizing and taking steps to avoid situations in which their personal or private interests conflict or might conflict with their duties to DWDC. They should be

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.