

CCA CODE OF ETHICAL CONDUCT

FOR STAFF, DIRECTORS AND *VOLUNTEERS



CCA volunteers and staff will conduct themselves in keeping with the following ethical principles when acting on CCA business:

Equality: CCA volunteers and staff shall treat all CCA members equally and fairly regardless of industry sector, geographic region or business size or affiliation and shall not show any preference or favouritism to one to the detriment of another.

Impartiality: CCA's decision and policy-making process strives to serve the interests of the entire industry as opposed to a particular sector or region. CCA volunteers and staff shall not promote the interests of one sector or region of the industry to the obvious detriment of another.

Objectivity: CCA volunteers shall disclose any self-interest or other factor that could be construed as influencing their decision-making.

Gifts, Favours: CCA staff shall disclose to the CCA Chief Operating Officer any gift or favour provided to them by a CCA member or supplier that might in any way be perceived as intended to influence a decision to use a particular supplier or to assist a particular member.

Apolitical: CCA volunteers and staff shall strive to ensure that CCA maintains its apolitical stature. While CCA may support policies or programs that are developed, promoted or associated with a particular political party, it does not support a particular political party to the exclusion of others.

National Scope: CCA is a national association whose mandate is clearly the national or federal realm. CCA volunteers and staff shall confine their views and lobby efforts to the national or federal level unless specifically requested by a Member Association to assist it in a provincial or local initiative.

Consistency: CCA volunteers and staff shall ensure that any opinions expressed on CCA's behalf are consistent with well-recognized CCA policies and positions and are not personal opinions or beliefs unless clearly identified as such.

Credibility: CCA volunteers and staff shall at all times strive to ensure that the information and data they use is up-to-date and accurate.

Confidentiality: CCA volunteers and staff shall treat all sensitive material derived as a result of their activities with CCA with the utmost confidentiality.

Discrimination and Harassment: CCA is committed to providing its employees with a work environment free of discrimination and harassment and has a firm policy and procedure in place to ensure no employee is subjected to discriminatory practices or harassment.

* A **volunteer** is any person serving on CCA committees, task forces or in other CCA activities who does so without remuneration and whose words and actions could be construed to be those of the CCA.