

APPENDIX A

Code of Conduct

Employees of the West Scarborough Neighbourhood Community Centre (WSNCC) are expected to:

1. Treat one another and all participants with equality, dignity and respect for diversity without regard to gender, race, colour, creed, ancestry, place of origin, political beliefs, religion, marital status, disability, age, or sexual orientation;
2. Encourage mutual assistance and support with peers, participants, students and interns who are engaged in the provision of WSNCC services and programs;
3. Promote the mission and objectives of the WSNCC in all dealings with the public on behalf of WSNCC and its Affiliates;
4. Foster an environment based on trust and respect for all employees, volunteers and participants of WSNCC services;
5. Provide a positive, safe, non-violent and secure workplace environment and experience for those receiving service within and outside the WSNCC.
6. Act with honesty, integrity and fairness in accordance with any applicable professional and organizational policies, practices standards and/or governing laws and legislation.
7. Continue to improve skills, knowledge and practice by participating in any training or orientation provided by the WSNCC in connection with those responsibilities.
8. Demonstrate ethical conduct at all times by adhering to the policies and procedures of the WSNCC and support the decisions and directions of the WSNCC and its Affiliates.
9. Take responsibility for your actions and decisions.
10. Follow reporting lines to facilitate the effective resolution of problems.
11. Ensure that you do not exceed the authority of your position.