

# GTVCCA Code of Ethics and Code of Conduct

Policy # 01

Revised: 2021-11-22

## Procedure Objective:

The purpose of this policy is to clearly state the beliefs and values of the Greentree Village Community Centre as well as make clear the behaviors expected of all staff, members and guests.

## GTVCCA Beliefs and Values

GTVCCA believes that the Community Centre provides important benefits to Greentree Village. It can promote the health and well-being of individuals and families, and create community.

The GTVCCA is committed to these values

* honesty, integrity and transparency
* collaborative relationships
* confidentiality
* diversity
* dignity and respect for all persons.

## Code of Conduct

We must ensure that this facility is a safe, welcoming and enjoyable experience for all. Therefore staff, members and guests of GTVCCA must abide by our Code of Conduct.

The GTVCCA requires all individuals working at or using the Centre’s facilities to be:

* **considerate**. Our decisions and actions will have consequences that will affect others, we take those consequences into account when making decisions.
* **patient and courteous**. We choose our words carefully in consideration of being inclusive,  thoughtful, and respectful of the rights, welfare and dignity of others.
* **honest.** Honesty is the foundation for trust in a relationship, and trust is necessary for our relationships to function and thrive.
* **inclusive.** We celebrate, respect and support all peoples. We promote an environment where differences are valued.
* **respectful**. We treat all staff, members, guests, facilities and equipment with respect.
* **open minded**. We won't agree all the time. When we disagree, try to understand why. What is important is that we resolve disagreements constructively. Be aware of and stay sensitive to others beliefs and values.
* **safe.** We conduct ourselves in a safe and responsible manner and avoid causing harm to ourselves or others. We adhere to all safety rules, policies and procedures of the GTVCCA and report any disruptive behaviours. ( Please see GTVCCA Disruptive Behaviour Policy #02)
* **protective of confidential information**. We will not take photos or recordings of individuals, or show them to others, without their consent. We will not disclose an individual's personal information, learned through our position at GTVCCA ,unless authorized to do so by the individual or if legally required.

## Application:

This policy applies to all persons working at the Centre and those using the facilities. It applies to interpersonal, written and electronic communications, such as email and other social media.

## Annual Review

This policy will be reviewed annually. All Staff and Members will have access to a copy.

| Annual Review Date: | Reviewed By: |
| --- | --- |