

# The Bhutan Canada Foundation

## Code of Conduct

### 1) PURPOSE

The Bhutan Canada Foundation (BCF) has a mission to support the people of Bhutan in developing the capacity of individuals and institutions to strengthen the conditions for wellbeing and happiness in the country. Through advocacy and partnership programs, BCF carries on a long-standing tradition of Canadian and Bhutanese knowledge exchange, cooperation and goodwill. In pursuing its goals, BCF serves the interests of all Bhutanese people.

In delivering programs to Bhutan and its people, employees and volunteers work with each other and the public at large. This Code of Conduct (“the Code”) and accompanying policies are designed to allow BCF to preserve its integrity and credibility with the public and within the Foundation in two primary areas:

#### A) SERVICE

- a. Always act with fairness, honesty, integrity and openness; respect the opinions of others and treat all with equality and dignity without regard to gender, race, colour, creed, ancestry, place of origin, political beliefs, religion, marital status, disability, age, or sexual orientation.
- b. Promote the mission and objectives of BCF in all dealings with the public and within BCF.
- c. Provide a positive and valuable experience for those participating in BCF activities.

#### B) ACCOUNTABILITY

- a. Act with honesty and integrity and in accordance with any professional standards and/or governing laws and legislation in Canada and Bhutan that have application to any responsibilities performed for or on behalf of BCF.
- b. Comply with both the letter and the spirit of any training or orientation provided to you by the Bhutan Canada Foundation in connection with individual responsibilities.
- c. Adhere to the policies and procedures of the Bhutan Canada Foundation and support the decisions and directions of the Board and its delegated authority
- d. Take responsibility for all actions and decisions. Follow reporting lines to facilitate the effective resolution of problems. Do not exceed the authority of your position.

### 2) SCOPE

The Code applies to all program volunteers, all employees (permanent full-time, hourly, fixed term contract, permanent part-time), all board members, partners and third party service providers in face-to face contact with anyone connected with BCF. The Code and all BCF policies to which it refers outline expectations regarding all manner of behaviour in compliance with legislation, corporate by-laws and policies, including:

- Ethical matters -For example, Privacy, Conflict of Interest, gifts, asset protection (protect against the loss, manipulation, destruction, and unintended disclosure of physical and information assets).
- Respect in the Workplace - For example, Company values and culture, Sexual and general harassment and discrimination; equal opportunity.
- Professionalism - For example, Dress Code, Gifts, job duties and authorities, absenteeism, Fitness for Duty (drugs and alcohol).

BCF policies will be regularly reviewed and updated to reflect changes to legislation and stakeholder expectations or if an issue arises with its interpretation and use.

### **3) INTERPRETATION OF POLICY**

#### **A) LEGISLATION**

Criminal Code (Canada)  
 Human Rights Code (Ontario)  
 Occupational Health and Safety Act (Ontario)  
 Child Care and Protection Act (Bhutan)  
 Penal Code (Bhutan)

#### **B) DEFINITIONS**

##### **CHILD**

Child refers to any individual under the age of 18, irrespective of local country definitions of when a child reaches adulthood.

##### **CHILD SAFEGUARDING**

Child safeguarding refers to the actions BCF employs to ensure it is a child safe organization.

##### **CONFLICT OF INTEREST**

Conflict of interest arises when a person participates in a decision about a matter (including any contract or arrangement of employment, travel, leasing, sale, promotion or provision of goods and services) which may benefit or *be seen to* benefit that person because of his/her direct or indirect monetary or financial interests affected by or involved in that matter.

##### **CONFIDENTIALITY**

Respect and maintain the confidentiality of information gained as a volunteer, employee, or board member including, but not limited to, all computer software and files, the Bhutan Canada Foundation business documents and printouts, all student records and all volunteer, employee, board membership, donor and supporter records.

##### **PARTNER**

Partner refers to any individual or corporate entity who is supported by BCF in establishing relationships or operations in Bhutan.

## **PERSONAL HARASSMENT AND DISCRIMINATION**

Personal harassment means any conduct whether verbal or physical that is discriminating in nature, based upon another person's race, colour, ancestry, place of origin, political beliefs, religion, marital status, physical or mental disability, sex, age or sexual orientation. It is discriminatory behaviour, directed at an individual, that is unwanted or unwelcome and causes substantial distress in that person and serves no legitimate work-related purpose.

Sexual harassment is any conduct, comment, gesture or contact of a sexual nature that one would find to be unwanted or unwelcome by any individual, or that might, on reasonable grounds, be perceived by that individual as placing a condition of sexual nature on an employment or career development.

## **PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE**

Measures taken to protect vulnerable people from sexual exploitation and abuse by their own staff and associated personnel. Sexual exploitation refers to any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. Sexual abuse refers to an actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

## **THIRD PARTY SERVICE PROVIDER**

Any consultant, agent, advisor or independent contractor who renders services to the Bhutan Canada Foundation.

## **VOLUNTEER**

A person who performs work or supplies services without any monetary compensation.

## **WORKER**

A person who performs work or supplies services for monetary compensation.

## **WORKPLACE**

A workplace is any land, premises, location or thing at, upon, in or near which a worker works.

## **4) APPLICATION PROCEDURES**

BCF will distribute the Code and accompanying BCF policies to all employees, volunteers, members of the board, partners and third party service-providers and publish it online on its website. Relevant training will be provided as required and applicable to each BCF policy.

Strict observance of the Code and accompanying BCF policies is fundamental to the activity and reputation of the Bhutan Canada Foundation. It is essential that all volunteers, all board members, all employees, any partners and any third party service providers adhere to this Code and the policies to

which it refers. They will certify this by signing a Declaration that they have read and will abide by this Code and BCF policies.

Disciplinary action will be taken against anyone who repeatedly or intentionally fail to follow the code of conduct. Action taken depends on violation, included but not limited to:

- Demotion.
- Reprimand.
- Suspension or termination for more serious offences.
- Detraction of benefits for a definite or indefinite time.
- legal action in cases of corruption, theft, embezzlement or other unlawful behavior.

## **RELATED POLICY DOCUMENTS**

Bhutan Canada Foundation By-Laws 2020  
Child Safeguarding Policy  
Conflict of Interest Policy  
Financial Management Policy  
Fundraising Policy  
Partnerships Policy  
Protection from Sexual Abuse Exploitation and Abuse Policy  
Travel Expense Reimbursement Policy

## **CODE OF CONDUCT DECLARATION**

I, \_\_\_\_\_, have read, understand and agree to abide by the Code of Conduct and all accompanying policies of the Bhutan Canada Foundation and I understand that such adherence is a condition of my employment or volunteer work. I understand that a violation of the Code of Conduct may be grounds for termination as a volunteer or in the case of an employee immediate dismissal for just cause without notice or pay in lieu of notice. In the case of board members, violation of the Code may be cause for removal from the board of the Bhutan Canada Foundation

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature (Volunteer/Employee/Board member/Partner)