



Sunshine Childrens Educational Society

CODE OF ETHICS

Revised 10/29/14 – Revision 1.0

At the core, to care for one another, we have to trust one another.

As volunteers, employees, and representatives of SCES, we have a responsibility to uphold the highest of ethical standards—both for ourselves and for the benefit of our communities. We believe these standards go beyond compliance with laws and regulations—calling us to fulfill higher obligations as stewards of the public trust. This Code of Ethics is an important way for us to reaffirm our ethical commitments. It sets forth the principles and standards that guide our decisions and actions. As you are probably aware, many of the ideas that are included within the Code have come from discussions with our employees and volunteers over the last few years. This collaborative process has been essential in developing the Code and has made it a document that reflects and is more responsive to our needs.

As we read the Code, we must remember that it is more than a set of standards and responsibilities. It is a way of connecting our values and our ideals with the work we do every day. The Code is not just about what we should do, but why we do it. Of course, no document can give us all the answers to our ethics questions. This Code is meant to help us further the discussion of ethics in our workplace. It also encourages us to seek guidance and clarification when we have questions about applying our principles and standards. The involvement of all our employees and volunteers is essential to upholding these principles and standards. Only by continuing to work together on these issues can we ensure that the Sunshine Childrens Educational Society fulfills its commitment to build and maintain the public trust in all that we do. As approved by SCES Board of Directors.

OUR CORE VALUES

The mission of Sunshine Childrens Educational Society (SCES) is to improve lives by mobilizing the caring power of communities, Industry and Government in Canada to advance the common good. This critical role requires that all of us involved in the SCES, who foster such an essential public good, must assume the responsibility of earning public trust. Accordingly, SCES plays a unique role both as a leader in the health and human services sector and as a major resource to build trust through all that we do. This bond of trust goes far beyond legal or regulatory requirements to include our core values, and ethics. To fulfill this special obligation, our core values provide the foundation on which we base our actions and decisions.

1. IMPACT AND COMMITMENT TO COMMUNITY SUCCESS

We make a positive difference and have a measurable impact of enduring consequence.

- We make a difference in our community and collectively in our communities across Canada. Our efforts change lives.
- We are committed to a SCES that is relevant to all people, all cultures, all communities, and the times.
- We assume responsibility as good stewards of and are accountable for our work and sustainable results.

2. VOLUNTEERISM

We are made relevant and impactful through the spirit of volunteerism.

- SCES is outstanding in the way it invites volunteers to express their philanthropic beliefs (expression of one's "love of humanity").
- We believe that the most effective models of service and excellence are created through the leadership of volunteers.

3. INCLUSIVENESS

We are strong only when we are inclusive.

- We aspire to involve every segment of the community in every aspect of our work.

We are committed to understanding the political, economic, social, and cultural context of our work and activities.

- We act in ways that respect the dignity, uniqueness, and intrinsic worth of every person—the community, the donors, our own staff and families, boards, and volunteers.
- We believe in a movement built from the rich diversity and gifts of all people in all systems.

4. INTEGRITY AND ACCOUNTABILITY

We act with integrity that justifies trust.

- We uphold our core mission in a manner that promotes the trust of our volunteers, donors and stakeholders. .
- We maintain the highest standards of excellence and accountability, including prudent use of finances, and fair, accurate, and honest disclosures of information.

5. INNOVATION

We value innovation in community building to effect positive change.

- We are effective educators and conveners—bringing all segments of the community together to promote individual wellbeing and common good.

- We are leaders of a process that multiplies the impact of people's innate desire and capacity to care for one another.
- We help transform visions of compassion and giving into dynamic reality.

Code of Ethics

SCES is committed to the highest ethical standards. Indeed, based on the unique trust placed in SCES to serve the public good, we have a special obligation to act ethically. The success of the SCES system and our reputation depend upon the ethical conduct of everyone affiliated with the SCES. Volunteers,

Staff, and representatives set an example for each other, and for member SCES organizations, by their pursuit of excellence in high standards of performance, professionalism, and ethical conduct.

This SCES Code of Ethics (Code) is based on our mission and guided by our fundamental values (See Our Core Values): Impact and Commitment to Community Success, Volunteerism, Inclusiveness, Innovation, and Integrity and Accountability

We are mindful that these core values must be clearly articulated, communicated and continuously reinforced. In addition, more detailed policies, guidelines, explanations, definitions and examples are often needed to bring these values into actual practice. While no document can anticipate all of the challenges that may arise, the Code communicates key guidelines and will assist SCES volunteers, staff and representatives in making good decisions that are ethical and in accordance with applicable legal requirements. All are encouraged to discuss any questions or concerns they have with a supervisor or with the SCES Staff Ethics Officer.

6. PERSONAL AND PROFESSIONAL INTEGRITY

A personal and organizational commitment to integrity in all circumstances benefits each individual as well as the organization. We therefore:

- Strive to meet the highest standards of performance, quality, service and achievement in working towards the SCES mission.
- Communicate honestly and openly and avoid misrepresentation.
- Promote a working environment where honesty, open communication and minority opinions are valued.
- Exhibit respect and fairness toward all those with whom we come into contact.

7. ACCOUNTABILITY

SCES is responsible to its stakeholders, which include member SCES organizations, donors and all those who have placed faith in SCES. To uphold this trust we:

- Promote good stewardship of SCES resources, including membership fees, grants and other contributions that are used to pay operating expenses, salaries, and employee benefits.
- Refrain from using organizational resources for non-SCES purposes.
- Observe and comply with all laws and regulations affecting SCES.

8. SOLICITATIONS AND VOLUNTARY GIVING

The most responsive contributors are those who have the opportunity to become informed and involved. We therefore:

- Promote voluntary giving in dealing with donors and vendors.
- Refrain from any use of coercion in fundraising activities, including predicated professional advancement on response to solicitations.

9. INCLUSION

SCES is an equal opportunity employer and is committed to the principle of inclusion. We therefore:

- Value, champion, and embrace inclusion in all aspects of SCES activities and respect others without regard to race, color, religion, creed, age, sex, national origin or ancestry, marital status, veteran status, sexual orientation, or status as a qualified disabled or handicapped individual.
- Support affirmative action and equal employment opportunity programs throughout SCES.
- Refuse to engage in or tolerate in any other form of discrimination or harassment.

10. CONFLICTS OF INTEREST

To avoid any conflict of interest or the appearance of a conflict of interest which could tarnish the reputation of SCES as well as undermine the public's trust in all SCES organizations, SCES staff and representatives:

- Avoid any activity or outside interest which conflicts or appears to conflict with the best interest of SCES, including involvement with a current or potential SCES vendor, grantee, or competing organization unless disclosed to and not deemed to be inappropriate by the SCES Staff Ethics Officer and SCES Executive Committee.
- Ensure that outside employment and other activities do not adversely affect the performance of their SCES duties or the achievement of SCES's mission.
- Ensure that travel, entertainment and related expenses are incurred on a basis consistent with the mission of SCES and not for personal gain or interests.
- Decline any gift, gratuity or favor in the performance of SCES duties except for promotional items of nominal value, and any food, transportation, lodging or entertainment unless directly

related to SCES business, in a manner that is respectful of the customs or manners in the particular country.

- Refrain from influencing the selection of staff, consultants or vendors who are relatives or personal friends or affiliated with, employ, or employed by a person with whom they have a relationship that adversely affects the appearance of impartiality.
- Avoid appearances of impropriety.

SCES VOLUNTEERS:

- Should not knowingly take any action, or make any statement, intended to influence the conduct of SCES in such a way to confer any financial benefit on themselves, their immediate family members or any organization in which they or their immediate family members have a significant interest as stakeholders, directors or officers.
- Disclose all known conflicts or potential conflicts of interest in any matter before the Board of Directors, if they are Board members, or any committee upon which they serve and withdraw from the meeting room during any discussion, review and voting in connection with such matter.
- Members of the Board shall annually file with the Staff Ethics Officer a disclosure of all known potential conflicts of interest.

11. CONFIDENTIALITY AND PRIVACY

Confidentiality is a hallmark of professionalism. We therefore:

- Ensure that all information, which is confidential, privileged or non-public, is not disclosed inappropriately.
- Refrain from use of information acquired in the course of work for personal gain.
- Respect the privacy rights of all individuals in the performance of their SCES duties.

12. POLITICAL CONTRIBUTIONS

SCES encourages individual participation in civic affairs. However as a charitable organization, SCES may not make contributions to any candidate for public office or political committee and may not intervene in any political campaign on behalf of or in opposition to any candidate for public office.

We therefore:

- Refrain from making any contributions to any candidate for public office or political committee on behalf of SCES.

- Refrain from making any contributions to any candidate for public office or political committee in a manner that may create the appearance that the contribution is on behalf of SCES.
- Refrain from using any organizational financial resources, facilities or personnel to endorse or oppose a candidate for public office
- Clearly communicate that we are not acting on behalf of the organization, if identified as an official of SCES, while engaging in political activities in an individual capacity.
- Refrain from engaging in political activities in a manner that that may create the appearance that such activity is by or on behalf of SCES.

GUIDANCE AND DISCLOSURE

Volunteers, staff, and representatives are encouraged to seek guidance from the Executive Committee and Staff Ethics Officer concerning the interpretation or application of this Code of Ethics. Any known or possible breaches of the Code of Ethics should be disclosed. Staff and representatives should contact a supervisor or the Staff Ethics Officer. Volunteers should contact a member of the Executive Committee, with reports of suspected or known accounting, auditing or financial impropriety made to the Chair of the Audit Committee. Reports of possible breaches will be handled in the following manner:

- All reports of possible breaches will be treated in confidence as much as the organization's duty to investigate and the law allow. If confidentiality cannot be maintained, the individual disclosing the possible breach will be notified.
- All reported breaches will be investigated and, if needed, appropriate action taken based upon the policies of the organization.
- Retaliation against a person who suspects and reports a Breach in good faith will be treated as an independent breach of the Code.
- SCES affirms prompt and fair resolution of all reported breaches.

Candidate for Public Office: An individual who offers herself or himself or is proposed by others as a contestant for an elected public office, whether such office is federal, state or local.

Contribution, political: Anything of value, including monetary and in-kind gifts, provided for the purpose of influencing the outcome of an election.

Donors: All individuals and entities that make charitable or in-kind contributions to SCES.

Immediate family members: An individual's spouse, children, parents, siblings, and spouses of children and siblings.

Non-public Information: Any business, financial, or personal information, which is not publicly known or available.

Political Committee: Any party, committee, association, fund or other organization organized and operated primarily for accepting contributions to influence the selection, nomination, or election of any individual to any federal, state or local office.

Privileged Information: Information that is protected from involuntary disclosure by legally recognized privileges such as attorney client, doctor-patient, and others.

Promotional Items of Nominal Value: Gifts used to promote an organization's name, products, or services which have a retail value of \$25 or less.

Representatives: Individuals who provide personal services to SCES as independent contractors, consultants or loaned executives.

Staff: All individuals, who provide services to SCES as employees or leased employees.

Vendors: Entities which provide goods and services to SCES for a fee.

Volunteers: All members of the SCES Board of Directors and board-appointed committees who perform their SCES duties without compensation.