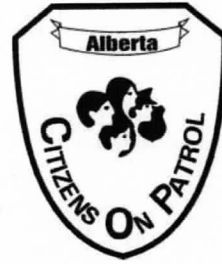


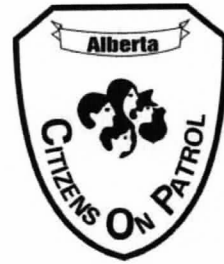
# **Alberta Citizens On Patrol Association**



## **CODE OF CONDUCT AND ETHICS**

March 5, 2011

# Alberta Citizens On Patrol Association



## "Why have a Code of Ethics"

- ✦ to define accepted/acceptable behaviors;
- ✦ to promote high standards of practice;
- ✦ to provide a benchmark for members to use for self evaluation;
- ✦ to establish a framework for professional behavior and responsibilities;
- ✦ as a vehicle for occupational identity;
- ✦ as a mark of occupational maturity

### **Our four values:**

1. respect
2. accountability
3. transparency
4. engagement

### **Our five principles:**

1. Treat people with respect and fairness
2. Be open, honest and loyal
3. Act ethically and uphold professional standards
4. Take responsibility for our own actions and expect the same of others
5. Respect confidentiality and privacy

# Alberta Citizens On Patrol Association



## **A Code of Ethics for Volunteers**

1. As a volunteer I assume certain responsibilities and expect to account for what I do in terms of what I am expected to do.
2. I will keep confidential matters confidential.
3. I interpret "volunteer" to mean that I have agreed to work without compensation in money, but having been accepted as a worker, I expect to do my work according to standards, as the paid staff expect to do their work.
4. I promise to take to my work an attitude of open-mindedness, to be willing to be trained for it, to bring to it interest and attention.
5. I realize that I may have assets that my co-workers may not have and that I shall use them to enrich the project on which we are working together.
6. I realize also that I may lack assets that my co-workers have. I will not let this make me feel inadequate and will still endeavor to assist in developing good teamwork.
7. I plan to find out how I can best serve the activity for which I have volunteered, and to offer as much as I can give, but no more.
8. I realize I must live up to my promise and therefore will be careful that my agreement is so simple and clear that it cannot be misunderstood.
9. I believe that my attitude toward volunteer work should be professional. I believe that I have an obligation to my work, to those who direct it, to my colleagues, to those for whom it is done and to the public.
10. I will not manipulate, abuse or misrepresent the trust that is given to me.
11. I will not engage in any behavior of misconduct, which may include (but is not limited to) any threat or conduct which is injurious to the physical, emotional health of another, sexual harassment of any person, which may include unsolicited advances, suggestive correspondence or emails, including jokes or innuendos, requesting favors, give some attention of threatening someone with sexual demands or physical abuse.
12. I will not engage in unethical behaviors, which may include (but are not limited to) violation of confidentiality, except as required by law, unauthorized use of funds, abuse alcohol or drugs at any organization event, failure to be truthful in information provided to the ruling body, any racist or flagrant act or speech of disrespect towards another person.
13. I agree to truthfully provide any personal information required and give permission for any background screening required for my volunteer service.

## **Director's Code of Ethics**

1. Directors will endeavor to direct the activities of the organization as a whole rather than in their own interest or that of any specific group.
2. Directors will maintain the confidentiality of the details and dynamics of Board discussions, as well as those items designated as confidential.
3. Directors' contributions to discussions and decision-making shall be positive and constructive and Directors' interactions in meetings shall be courteous, respectful and free of animosity.
4. All decisions will be ratified (moved) by the Board.
5. Directors will adhere to the Bylaws, Policies, Mission, Vision and goals of the organization.

# Alberta Citizens On Patrol Association



Excerpt from Policies regarding Code of Conduct

Administrative Policy # 11

Effective: January 5, 2011

## NEW MEMBERS TO THE BOARD POLICY

### Background:

Create a policy

1. New members to the Board should be passed information from the Board member leaving the position, within 30 days of the AGM.
2. Code of Conduct to be signed annually by all Board members.

MOTION DATE: January 5, 2011

Moved by Bob Bartlett and seconded by Bob Phillips to accept the A.C.O.P.A. New Members to the Board POLICY # 11.

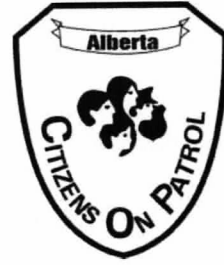
MOTION CARRIED

Beverley Salomons  
President  
Alberta Citizens on Patrol Association

Beverley Salomons  
Name

January 8, 2011  
Date

# Alberta Citizens On Patrol Association



## ALBERTA CITIZENS ON PATROL ASSOCIATION CODE OF CONDUCT & ETHICS DECLARATION

<b>Name:</b>		<b>Position:</b>	
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I have read and understand the Code of Conduct and Ethics Guidelines laid out and agree to be bound by the principles and requirements contained therein.

I will follow these guidelines as best I can, especially when in disagreement with someone with the community I serve as a volunteer.

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*Date*

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*Signature*