

# Code of Conduct Policy

This policy covers MakeWay Foundation and MakeWay Charitable Society, collectively called MakeWay.

## **Professional Responsibility**

MakeWay fosters a working environment that is characterized by professionalism, respect, and dedication to our mission. One of our fundamental principles is an expectation that Board members, workers (employees, contractors, consultants, volunteers, summer students and interns), professional relationships, work produced and property be treated with respect.

## **Improper Conduct**

Everyone associated with MakeWay will refrain from doing anything that could be considered improper conduct. “Improper conduct” means conduct that involves illegal, fraudulent, dishonest, or unethical behaviour or serious negligence in the performance of duties.

Some examples of improper conduct are:

- ▷ Theft
- ▷ Abuse of property or equipment
- ▷ Harassing any person — on or off work premises
- ▷ Solicitation or acceptance of personal gifts or gratuities in exchange for preferential treatment
- ▷ Falsifying records
- ▷ Disclosing confidential information to unauthorized persons
- ▷ Engaging in activity that is determined to be a significant conflict of interest
- ▷ Verbal or written conduct that damages MakeWay’s reputation and goodwill in the community or that of any person associated with MakeWay
- ▷ Possession, use, or sale of illegal substances on work premises
- ▷ Being under the influence of alcohol or illegal substances during working hours
- ▷ Habitual tardiness or absence
- ▷ Insubordination or failure to carry out instructions
- ▷ Job abandonment

This is by no means an exhaustive list. However, these are actions for which immediate corrective action will be taken, up to and including termination of employment or relationship with MakeWay.

### **Off-Duty Conduct**

Off-duty conduct, whether verbal, written or electronic (including through such media as blogging or Internet social networking) that has the potential to damage MakeWay's reputation and goodwill with the community or that of any person associated with MakeWay, or that is libelous, slanderous or maliciously false towards or concerning MakeWay or any of its workers, may result in corrective action, up to and including termination of employment or relationship.

### **Intellectual and Material Property**

MakeWay workers create, develop, investigate and compile intellectual and material property for MakeWay. Everything so created, developed, investigated, and compiled – whether during or outside working hours, on or off work premises – belongs to MakeWay unless clearly outlined otherwise in a written agreement.

Such intellectual and material property should not be taken outside of MakeWay workplaces for other than work purposes, or divulged to anyone other than authorized persons, and should be used only for the benefit of MakeWay.

Intellectual property generally refers to the product of intellectual or creative activity, which is protected under the law. Improperly divulging or using intellectual information may lead to corrective action, up to and including termination of employment or relationship.

### **Drug and Alcohol-free Workplace**

Drug and alcohol misuse adversely affects a worker's health and will inevitably result in problems at work. Anyone in a MakeWay workplace will be subject to the following practices:

- ▷ During work hours, individuals must be free from the effects of alcohol and controlled substances that impair job performance and/or endanger other workers.
- ▷ An individual who arrives for work and is suspected of being under the influence of drugs or alcohol will be sent home for the day.
- ▷ No alcoholic beverages will be brought onto or consumed in a MakeWay workplace except in conjunction with authorized MakeWay events. Anyone consuming alcohol at an authorized MakeWay event must ensure they opt for a safe way home such as taxi, public transit home, or a designated driver and insist that others do the same.
- ▷ Employees may be eligible for a medical leave of absence to obtain treatment.
- ▷ MakeWay may require employees to obtain treatment from a rehabilitation program as a condition of continued employment.

### **Resolving Conflict in the Workplace**

MakeWay is committed to prompt and fair resolution of all disputes of any nature which may arise in the workplace. If you have concerns you would like to discuss, or believe you have been

treated unfairly or unjustly by someone related to MakeWay, the process below must be implemented.

- ▷ Promptly discuss concerns with a manager or supervisor
- ▷ If the concern is with the manager or supervisor, or if the person is uncomfortable discussing the matter with the manager or supervisor, concerns may be raised with a member of the MakeWay management team
- ▷ If the concern is with a member of the MakeWay management team other than the President and CEO, concerns may be raised with the President and CEO
- ▷ If the concern is with the President and CEO, or a member of the board, concerns may be raised with the Chair of the Board
- ▷ Both MakeWay and the person with the concern must undertake to make a good faith effort to resolve the matter through open discussion
- ▷ If a resolution is not achieved, the President, or the Chair of the Board for matters concerning the President and CEO or a board member, will conduct such investigation as he/she deems appropriate and meet with the person in a sincere effort to discuss analyze and resolve the matter
- ▷ If a resolution is not reached, the Chair of the Board may issue a determination on the issue which shall be final

For more detailed information regarding Courageous Conversations, and suggestions on how to speak with colleagues when you feel you have a difference of opinion, please see the 'Courageous Conversations' guidelines in the Employee Relations section of our Employee Handbook, or contact MakeWay HR for more information. Alternatively, if the situation is serious and could be considered harassment, please review the Respect in the Workplace Policy.