



Centre For Inquiry Canada Code of Conduct	
Date of Issue: April 14, 2014	Revision Date: Nov 6, 2016
Issued/Developed By: Eric Adriaans, National Executive Director	

# Centre For Inquiry Canada Code of Conduct

## A. Overview

Centre for Inquiry Canada – Le Centre Pour L'Enquête (CFI Canada) is a charitable organization with the mission:

*To educate and provide training to the public in the application of skeptical, secular, rational and humanistic enquiry through conferences, symposia, lectures, published works and the maintenance of a library.*

CFI Canada's mission informs and establishes the foundations of its organizational principles and philosophy.

All CFI Canada personnel are obliged to sign this Code of Conduct, and must be familiar with and adhere to the provisions of this Code of Conduct as well as those of related policies referred to herein and as communicated by CFI Canada from time to time, which are incorporated into and form part of this Code of Conduct.

## B. Related Policy Statement

**Related Policies** – CFI Canada expects the highest standards of professional and ethical conduct in keeping with:

- Humanist Ethics and Principles
- CFI Canada's Statement of Values
- CFIC's policies on Human Rights, Social Justice and Diversity
- CFIC's privacy/confidentiality policies and practices
- CFIC's Human Resources policies
- Other CFI Canada policies and positions as determined and communicated from time to time

This Code of Conduct and other CFI Canada's Policies include direction regarding conduct that may be perceived as interfering with business operations, discredits CFI Canada, or is offensive to CFI Canada's Humanist Community or other personnel. Such conduct, on or off duty, may result in dismissal, legal action and/or other sanctions.

## C. Definitions

“client” means any individual or organization to whom an employee or volunteer extends service or interacts with in the course of his or her role on behalf of CFI Canada, and may include CFI Canada clients, program participants, members, donors, and supporters.

“CFI Canada’s Humanist Community” means any and all clients, personnel, members, Board Members, Friends of the Centre, Councillors, donors, supporters and all those individuals and organizations who have a responsibility toward CFI Canada and an interest in its success.

“employee” includes any consultant, worker supplied by an agency, part-time casual worker, student or intern, and any other person (other than a volunteer) who is engaged in the operations of CFI Canada, but does not include employees or representatives of any partner agency or supplier of goods or services.

“CFI Canada’s Humanist Community” means any and all clients, personnel, members, Board Members, Friends of the Centre, Councillors, donors, supporters and all those individuals and organizations who have a responsibility toward CFI Canada and an interest in its success.

“volunteer” means any person who gives unpaid service to CFI Canada on a regular or occasional basis; volunteer includes all “Councillors” as defined by the CFI Canada Bylaws but does not include “Friends of the Centre for Inquiry Canada”.

“personnel” includes all “employees” and “volunteers”; personnel may also be referred to as “internal stakeholders”

## D. Procedural Details

### I. Principles

Personnel are required to:

- a) Uphold Humanist principles as adopted and communicated by CFI Canada, and promote and support the work of CFI Canada;
- b) Respect all standards regarding the use of CFI Canada’s logo and identity and report any observed misuse of these following reporting procedures;
- c) Respect and promote respect for CFI Canada, CFI Transnational and other member agencies of the CFI movement internationally;
- d) At all times, while wearing official insignia or representing CFI Canada in any way, adopt a respectful, secular, humanistic, skeptical and rational perspective.
- e) Endeavour to maintain a public persona and conduct consistent with CFI Canada’s mission, vision, principles and values
- f) Endeavour to comply with all CFI Canada policies and procedures as issued and communicated by CFI Canada from time-to-time.

## II. General Conduct

Personnel will:

- a) At all times, act with honesty, integrity, diligence and transparency;
- b) Contribute to a positive and healthy environment for all individual and collective members of CFI Canada's Humanist Community, including interpersonal respect, appreciation of differences and respect for human dignity;
- c) At all times, maintain a standard of conduct which is in keeping with the policies and procedures of CFI Canada and which is aimed at preventing harm and promoting education and freedom.
- e) Discharge all duties with integrity, observe all instructions and directions from supervisors and strive towards attaining a high standard of responsibility and achievement; work collaboratively and cooperatively with all personnel;
- f) Respect the confidentiality of personal and privileged information;
- g) Abide by the laws of Canada, as well as those of the province, territory and country in which they reside and/or operate, and expect no support from CFI Canada if they willingly or recklessly contravene such laws;
- h) Except with authorization, ensure that actions do not result in financial or other liability for CFI Canada;
- i) At no time call into question the peaceful educational objectives of CFI Canada;
- j) Ensure that all commitments are entered into in accordance with CFI Canada by-laws, policies and practices, including all appropriate consultations, tendering and approvals;
- k) Administer with care the funds and supplies entrusted to them and account for such use of funds and supplies;
- l) Not give out any information to media or other external parties, unless within the scope of duties or otherwise authorized to do so.

## III. Client Relationships:

The relationship between personnel and clients requires personnel to understand their unique position of authority and perceived power. Personnel have a duty to ensure that clients are treated with confidentiality, integrity, honesty, dignity and respect.

When providing service, personnel are required to:

- a) Treat clients in a manner that maintains dignity and respects their individual perspectives on matters of religion, sexual orientation or identity, culture, customs and habits; CFI Canada personnel are not obligated to support, affirm or disaffirm client perspectives but are obligated to respect the rights of others to hold these perspectives.
- b) Provide service and assistance within the organization's policies, procedures, directives and guidelines;
- c) Understand the client's vulnerability and dependency on personnel to provide assistance, education or training, and to act accordingly. This includes the recognition that personal relationships outside the scope of a professional relationship may not be in the best interests of either party or CFI Canada;
- d) Provide assistance, education and training regardless of race, colour, national or ethnic origin, language, age, sex, sexual orientation, disability, physical characteristics, philosophy, religion, political opinions or other ground of discrimination prohibited under applicable provincial, federal or international human rights

law;

- e) Respect the client's privacy with respect to his or her personal information, image and property;
- f) Avoid having direct contact with vulnerable persons that is both solitary and isolated, unless specifically authorized by an immediate superior or in circumstances where the safety of the person is at risk and immediate contact is demonstrated to be in the best interests of the person.

#### IV. Breaches Regarded as Misconduct:

The following behaviour or actions are considered acts of misconduct:

- a) Action or speech which is humiliating, neglectful, insubordinate, dishonest, threatening, degrading, bullying, exploitive, illegal, bigoted or racist;
- b) Sexual relationships or activity with vulnerable clients of CFI Canada and to whom a duty of service, education or training is provided or which are based on an unequal power relationship or with a counterpart who can confer benefit.
- c) Intentional misuse of CFI Canada's logo or identity;
- d) Breach of applicable Canadian, foreign national or international law intended for the protection of children or other vulnerable persons;
- e) Exercising any professional activity without valid certification(s);
- f) Engaging in, or being associated with, any business or activity which is, or may be, in conflict with the interests of CFI Canada, CFI Transnational or the international CFI movement;
- g) Disclosing without authorization, directly or indirectly, to any person or organization, the private affairs of CFI Canada including, but not limited to, trade secrets, supplier lists, or personal information of clients, volunteers or staff.

## V. Reporting of Breaches:

- a) Personnel are obliged to contribute to an environment which prevents misconduct and promotes the implementation of appropriate behaviour as defined in this Code of Conduct.
- b) Where any personnel develop concerns regarding a potential breach by a colleague he/she is required to report such concerns to the National Executive Director or to the Board of Directors. If the National Executive Director is suspected of involvement, the case should be brought to the Board of Directors.
- c) Personnel reporting a breach are encouraged to put their name to their reports. Anonymous allegations are much less credible, but they will be considered in light of the seriousness of the alleged breach.
- c) The National Executive Director (or other official as designated by the Board of Directors of CFI Canada) is required to investigate any alleged or reported breach of the Code of Conduct, complete a report stating the nature of the allegation, how they have dealt with it and any recommendations for changes within CFI Canada; this report will be submitted to the Board of Directors.

## VI. Fair Treatment

A reported concern will be handled fairly with respect to any individual named, taking into account the seriousness of the issue raised, the credibility of the information or allegations, and the prospects of an effective investigation.

## VII. Protection from Retaliation

No one shall be penalized, discharged, suspended, threatened, harassed, or discriminated against for communicating information about a suspected breach of the Code of Conduct. Any act of retaliation by any officer, employee, volunteer or councillor of CFI Canada will be treated as misconduct. All reports of incidents that are made maliciously, for personal gain, for any ulterior motive or otherwise not in good faith will also be treated as misconduct.

## VIII. Confidentiality

All reported concerns will be treated as confidential to the fullest extent permitted by law. Persons are encouraged to give their names with any information they communicate, as this will usually assist in the investigation of the matter disclosed. However, consideration will also be given to information reported anonymously. Information communicated will only be disclosed to those persons who have a need to know in order to properly respond to the reported concern.

## **E. Fraud and Sexual Exploitation/Abuse or Any Form of Discrimination**

Where misconduct involves a potential act or acts of fraud, sexual exploitation or abuse or any form of discrimination whatsoever, personnel have a duty to report the misconduct.

## **F. Off Duty Conduct**

Personnel may be seen as CFI Canada representatives at any time, even when off duty. Off duty activities which, in the absence of reasonable justification, adversely affect staff, volunteers or CFI Canada's Humanist Community, or which, when seen through the eyes of a reasonable observer, discredit CFI Canada, are also breaches of the Code of Conduct.

## **G. Disciplinary Action**

A breach of the Code of Conduct is subject to disciplinary or legal action in accordance with applicable policies and procedures as approved by the Board of Directors from time to time. The nature of disciplinary action will take into account harm to the individual, harm to CFI Canada and its reputation, and whether or not there was an unequal power relationship. Disciplinary action includes dismissal, where circumstances warrant.

## **H. Responsibilities**

1. The National Executive Director (or other official as designated by the Board of Directors of CFI Canada) is responsible for advising CFI Canada's Humanist Community, maintaining, monitoring, and revising this policy.
2. Members of the Board of Directors, Branch Directors, the National Executive Director and other Officers of CFI Canada are responsible for oversight, applying and implementing this policy in each of their respective jurisdictions.

I, the undersigned, have read and understand all the information in the Centre for Inquiry Canada Code of Conduct document and I agree to conduct my activities in accordance with its contents.

\_\_\_\_\_  
Name & Title (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

