



# Jane Goodall Institute Canada

## CODE OF CONDUCT

The Jane Goodall Institute of Canada's ("JGI Canada's") Code of Conduct provides rules and guidelines for ethical behavior based on our organization's mission, vision, and values. All employees and volunteers (including board members) are expected to follow this Code of Conduct, in order to support JGI Canada's working environment in which people are respected and sensitive to the needs of the community which it serves.

All employees and volunteers are expected to act in the best interests of JGI Canada and to advance the causes and objectives of JGI Canada to the best of their ability.

To ensure ethical and impartial business, it is prohibited for JGI Canada volunteers and employees to:

- Offer, accept or solicit money, property, service or other items of value by way of gift, favor, inducement or loan with the intent that the offer would influence the actions or decisions of the recipient;
- Use their official position, to secure special advantage in business, personal gain or other benefit derived from such relationship;
- Use any JGI Canada-owned facility, building, equipment, or materials for their personal use or benefit, or for the personal use or benefit of any other individual. No employee shall have unauthorized possession of JGI Canada property;
- Invest or hold a financial interest, directly or indirectly, in any business entity, transaction or business endeavor that would create a conflict between JGI Canada's employees' duty to uphold JGI Canada and the individual's private interest

As volunteers and employees of JGI Canada, we undertake to:

- Comply with applicable laws, regulations, and organizational policies and procedures;
- Carry out our duties and conduct our relationships with integrity, honesty, and fairness;
- Avoid, or disclose and resolve, all conflicts of interest;
- Foster a trusting and respectful work environment for all volunteers and employees;
- Foster a collaborative and inclusive working environment; and
- Sustain a culture in which ethical conduct is recognized, valued and actively demonstrated by all volunteers and employees.

JGI Canada's employees and volunteers may be offered honorariums in the course of their work. If the employee or volunteer is representing JGI Canada

