

STATEMENT OF VALUES

ECADE's code of ethics is built on a foundation of widely shared values that include:

- Commitment to the public good;
- Accountability to the public;
- Commitment beyond the law;
- Respect for the worth and dignity of individuals; Inclusiveness and social justice;
- Respect for pluralism and diversity
- Transparency, integrity and honesty;
- Responsible stewardship of resources; and,
- Commitment to excellence and to maintaining the public trust.

These values lead directly to the Code of Ethics that follows. The values inform and guide the actions that organisations, through its board members, employees, volunteers, third-party service providers (all those directly involved with ECADE) should take in developing policies and informing practices.

CODE OF CONDUCT /ETHICS

1. Introduction

- **Purpose**

- The purpose of this Code of Conduct is to establish the standards of behaviour expected from all employees, board members, volunteers, third service providers (all those directly involved with ECADE) in order to effectively contribute to ECADE's missions and objectives.

- **Application**

- The Code applies all those directly involved with ECADE. They are expected to adhere to the standards in this Code.

- **Compliance with Saint Lucia laws and regulations**

- All those directly involved with ECADE are required to comply with applicable Saint Lucia laws and regulations.

- **Responsibility**

- It is the responsibility of all those directly involved with ECADE to familiarise themselves with the Code of Conduct, the policies and the guidelines of the organization. Violation to this Code and/or any of ECADE's policies may lead to

disciplinary action and/or dismissal / termination of contracts, and in the case of board members suspension in accordance with the governance manual.

2. Standards of conduct

ECADE expects all those directly involved with ECADE to adhere to the following principles:

- **Respect**
 - In any professional context concerning ECADE'S business, members undertake to be respectful in behaviour and tone, towards everyone.

- **Anti-discrimination**
 - members undertake to treat all persons fairly and without any discrimination based on race, ancestry, place of origin, colour, ethnic origin, creed, sex, gender, sexual orientation, gender identity, gender expression, bodily diversity, record of offences, marital status, family status, parental status, pregnancy, number of dependents, compromised immune or HIV status or other health status, socio-economic class, non-visible or visible disability, political or religious affiliations, place of residence or age or other status

- **Harassment and/or intimidation**
 - ECADE will not tolerate any acts committed by anyone directly involved with ECADE that may be considered to be abusive or harassing. Sexual harassment and intimidation are unlawful and may result in a disciplinary action and / or dismissal.

- **Integrity**
 - All those directly involved with ECADE are required to act with integrity and to respond appropriately to any conflict of interest:

- **Accountability**
 - Anyone directly involved with ECADE will act with honesty and integrity and in accordance with any professional standards and / or governing laws that apply to their ECADE responsibility.

- **Conflict of Interest**
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 - Conflict of interest arises when a person participates in a decision about a matter which may benefit or be seen to benefit that person because of his/her direct or indirect financial or other interests in that matter. It is the duty of any person taking part in the

operations of ECADE to adhere to the Conflict of Interest Policy at all times.

- In the event that such a matter arises, the person shall formally disclose the interest, refrain from attempting to persuade or influence other persons participating in the decision and shall not cast any vote on the matter.
 - None one directly involved with ECADE shall ask for nor receive any gifts, honour or favour worth more than 100XCD from an external party in connection with their employment or engagement with ECADE.
- **Confidentiality**
 - All those directly involved with ECADE respect and maintain the confidentiality of information gained as a volunteer or employee, including, but not limited to, all computer software and files, ECADE business documents and printouts, and all volunteer, employee membership, donor and supporter records.
 - **Implementation**
 - Strict observance of the Code is fundamental to the activity and reputation of the ECADE. It is essential that all volunteers Regional Board members, all employees (permanent full-time, hourly, fixed term contract, permanent part-time), and any other third-party service provider adhere to this Code. They will certify this by signing a Declaration that they have read and will abide by this Code. The Governance Manual gives further details of this and other policies and procedures of ECADE. Management has the responsibility of ensuring compliance with all Codes and Policies of ECADE.

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Code of conduct and confidentiality declaration

I, (**Volunteer/Employee – please print**), have read, understand and agree to abide by the Code of Conduct of ECADE and I understand that such adherence is a condition of my employment or volunteer work. I understand that a violation of the Code of Conduct may be grounds for termination as a volunteer or in the case of an employee immediate dismissal for just cause without notice or pay in lieu of notice.

Signed this ____ day of _____, 20____.

(Volunteer/Employee - Signature)