

SICA CODE OF ETHICAL CONDUCT FOR STAFF, DIRECTORS AND *VOLUNTEERS



SICA volunteers and staff will conduct themselves in keeping with the following ethical principles when acting on SICA business:

Code of Ethical Conduct

Equality: SICA volunteers and staff shall treat all SICA members equally and fairly regardless of industry sector, geographic region or business size or affiliation and shall not show any preference or favouritism to one to the detriment of another.

Impartiality: SICA's decision and policy-making process strives to serve the interests of the entire industry as opposed to a particular sector or region. SICA volunteers and staff shall not promote the interests of one sector or region of the industry to the obvious detriment of another.

Objectivity: SICA volunteers shall disclose any self-interest or other factor that could be construed as influencing their decision-making.

Gifts, Favours: SICA staff shall disclose to the SICA President any gift or favour provided to them by a SICA member or supplier that might in any way be perceived as intended to influence a decision to use a particular supplier or to assist a particular member.

Regional Scope: SICA is a regional association whose mandate is clearly the regional realm. SICA volunteers and staff shall confine their views and lobby efforts to the regional level unless specifically requested by CCA or BCCA to assist it in a federal or provincial initiative as approved by the SICA Board.

Consistency: SICA volunteers and staff shall ensure that any opinions expressed on SICA's behalf are consistent with well-recognized SICA policies and positions and are not personal opinions or beliefs unless clearly identified as such.

Credibility: SICA volunteers and staff shall at all times strive to ensure that the information and data they use is up-to-date and accurate.

Confidentiality: SICA volunteers and staff shall treat all sensitive material derived as a result of their activities with SICA with the utmost confidentiality.

Discrimination and Harassment: SICA is committed to providing its employees with a work environment free of discrimination and harassment and has a firm policy and procedure in place to ensure no employee is subjected to discriminatory practices or harassment.

* A **volunteer** is any person serving on SICA committees, task forces or in other SICA activities who does so without remuneration and whose words and actions could be construed to be those of the SICA.