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| Subject: Code of Ethics | Date Approved: November 11, 2014 |
| Approved by: Executive Director | Date Revised: |
| Specific to: All Staff, Board of Directors and Volunteers | Next Review Date: September 2020 |

PRINCIPLE:

North Huron Family Health Team (NH FHT) is committed to conducting business in an open and ethical manner. We accomplish this by creating a workplace built on the strength of trust, accountability, and integrity in all our business practices. It is the responsibility of every employee to build and maintain this code of ethics by supporting, and actively participating in the process.

POLICY:

At NH FHT we strive to protect all of our employees, vendors, customers, and the company itself from any illegal or damaging actions committed by individuals either knowingly or unknowingly.

NH FHT will not tolerate any wrongdoing or impropriety, and will immediately take the appropriate disciplinary actions to correct the problem.

EMPLOYEE EXPECTATIONS:

Management & Directors

- These company officials are expected to set a prime example. In all their business dealings, honesty and integrity shall be required.
- Shall have an open door policy allowing for the free discussion of suggestions and concerns from employees.
- Must report any conflicts of interest regarding their position at NH FHT.
- Must report suspected violations.

Employees

- As members of individual professional associations and where applicable, all employees are expected to follow their association’s professional code of conduct and/or code of ethics.
- All employees are expected to work together to promote a workplace built on trust, accountability and openness.
- Disclose any conflicts of interest regarding their position at NH FHT.
- Report suspected violations.



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**Retaliation against employees who use these reporting mechanisms to raise genuine concerns will not be tolerated.*

UNETHICAL BEHAVIOUR:

- NH FHT will not be party to the intent or appearance of unethical or compromising practices in its business relationships.
- Harassment or discrimination will not be tolerated (see the Workplace Anti-violence, Harassment and Sexual Harassment Policy).
- Improper use of company trade secrets (as outlined in the Confidentiality agreement) will not be tolerated.
- Employees shall not use corporate assets or business relationships for personal use or gain.

VIOLATIONS:

In the event that a violation of this policy occurs, NH FHT will employ disciplinary measures that reflect the severity of the offence up to and including termination of employment. Some violations may indelibly affect our business in a negative fashion. In this case, punitive measures, including legal action may be pursued.