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|------------------------------------------|---------------------------------|------------|---------------|
| <b>CDBA-NB Inc. Policy and Procedure</b> |                                 |            |               |
| Chapter:                                 | Human Resources                 | PP No.     | HR 4.1        |
| Section:                                 | Health and Safety               | Issued:    | Feb 2015      |
| Subject:                                 | <b>CODE OF CONDUCT</b>          | Effective: | Jan 2015      |
| Issue to:                                | All Manual Holders              | Page:      | <b>1 of 4</b> |
|                                          |                                 | Replaces:  |               |
| Approved by:                             | CDBA-NB Inc. Board of Directors | Issued:    |               |

**1. POLICY**

1.01 Regulations for the acceptable conduct and behavior of employees, consumers/parents/guardians, Board Members, volunteers and anyone association with CDBA-NB Inc. are necessary for the orderly operations of any business, for the benefit and protection of the rights and safety. Everyone is expected to govern their conduct and behavior in a manner consistent with the guidelines set out herein.

**2. PURPOSE**

2.01 The purpose of this Statement of Policy and Procedure is to provide guidelines, which may be changed from time to time, to promote understanding of what is considered acceptable and unacceptable conduct and behavior; and to encourage consistency throughout the program.

**3. SCOPE**

3.01 This statement of Policy & Procedure applies to all manual holders.

**4. RESPONSIBILITY**

4.01 Everyone is responsible for observing rules of conduct that are normally accepted as standard.

4.02 Intervenors/office staff/board members/consumers/parents/guardians must be treated with respect at all times.

4.03 Privacy must be respected at all times.

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**4.04 Consumers/Parents/Guardians:**

- (i) shall not discuss any of the affairs of their program with other Intervenors, staff, board members or with members of the public. Discussion of other information should be on a need-to know basis only, as privacy should always be considered.
- (ii) must always promote the services of CDBA-NB Inc. through public awareness, fundraising and community inclusion.
- (iii) The above-mentioned rules and guidelines are subject to change over the course of the program and it is the responsibility of the consumers/parents/guardians to keep abreast of any changes or deletions. Violators of the rules may be subject to disciplinary action including termination of the program.

**4.05 Intervenors:**

- (i) shall not discuss any of the affairs of their program with other Intervenors, consumers/parents/guardian, staff, board members or with members of the public. Discussion of other information should be on a need-to know basis only, as privacy should always be considered.
- (ii) must always promote the services of CDBA-NB Inc. through public awareness, fundraising and community inclusion.
- (iii) The above-mentioned rules and guidelines are subject to change over the course of the program and it is the responsibility of the Intervenor to keep abreast of any changes or deletions. Violators of the rules may be subject to disciplinary action including termination of the program.

**4.06 Staff/Board Members/Volunteers:**

- (i) shall not discuss any of the affairs of the programs with other Intervenors, consumers/parents/guardian, staff, board members or with members of the public that it does not affect. Discussion of other information should be on a need-to know basis only, as privacy should always be considered.

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- (ii) must always promote the services of CDBA-NB Inc. through public awareness, fundraising and community inclusion.
- (iii) The above-mentioned rules and guidelines are subject to change over the course of the program and it is the responsibility of the Intervenor to keep abreast of any changes or deletions. Violators of the rules may be subject to disciplinary action including termination of the program.

**5. DEFINITIONS**

None.

**6. REFERENCES AND RELATED STATEMENTS OF POLICY AND PROCEDURE**

CDBA-NB Inc. Policy – Workplace Harassment

**7. PROCEDURES**

7.01 Appropriate Conduct & Behavior include, but not limited to:

- (a) Adherence to published policies, practices and procedures.
- (b) Prompt and Regular attendance at AGM’s.

**8. ATTACHMENTS**

Attachment A – Oath of Confidentiality

|                                   |                                 |            |               |
|-----------------------------------|---------------------------------|------------|---------------|
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**Attachment A**

**OATH OF CONFIDENTIALITY**

I have read the above Code of Conduct policy and I understand the intent and limitations of same.

I hereby agree to abide by the conditions of the Oath of Confidentiality. Further, I understand that a breach of confidentiality will result in disciplinary action.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name