

INSTITUTE CODE OF CONDUCT

This Code applies to any person carrying out any task or function for the Institute including the Faculty and individuals who perform services for the Institute as volunteers and who assert an association with the Institute.

This Guide Memorandum defines the Institute's Code of Conduct.

1. INTRODUCTION AND PURPOSE

a. Introduction — As members of the Institute community, all faculty, staff, students, members of the Board of Trustees, Institute Officers and affiliates are responsible for sustaining the highest ethical standards of this institution, and of the broader community in which we function. The Institute values integrity, honesty and fairness and strives to integrate these values into its teaching, research and business practices.

b. Purpose — In that spirit, this Code (the "Code") is a shared statement of our commitment to upholding the ethical, professional and legal standards we use as the basis for our daily and long-term decisions and actions. We all must be cognizant of and comply with the relevant policies, standards, laws and regulations that guide our work. We are each individually accountable for our own actions and, as members of the Institute community, are collectively accountable for upholding these standards of behaviour and for compliance with all applicable laws and policies.

c. Violations — Confirmed violations will result in appropriate disciplinary action up to and including termination from employment or other relationships with the Institute.

2. STANDARDS OF INTEGRITY AND QUALITY

The Institute recognizes that it must earn and maintain a reputation for integrity that includes, but is not limited to, compliance with laws and regulations and its contractual obligations. Even the appearance of misconduct or impropriety can be very damaging to the Institute. The Institute must strive at all times to maintain the highest standards of quality and integrity.

Where the Institute's business activities and the other conduct of its community members are not governed by specific laws or regulations, rules of fairness, honesty, and respect for the rights of others will govern conduct at all times. In addition, each individual is required to conduct Institute business transactions with the utmost honesty, accuracy and fairness. Each situation needs to be examined in accordance with this standard. Expediency should never compromise integrity.

3. CONFIDENTIALITY AND PRIVACY

Community members receive and generate on behalf of the Institute various types of confidential, proprietary and private information. It is imperative that each community member complies with all laws, agreements with third parties, and Institute policies and principles pertaining to the use, protection and disclosure of such information, and such policies apply even after the community member's relationship with the Institute ends. Additionally, the Data Protection Act governs any privacy rights in information stored on Institute computer systems.

4. CONFLICT OF INTEREST AND CONFLICT OF COMMITMENT

Community members who are the Institute faculty and staff owe their primary professional allegiance to the Institute and its mission to engage in the highest level of education, research and scholarship. Outside professional activities, private financial interests or the receipt of benefits from third parties can cause an actual or perceived divergence between the Institute mission and an individual's private interests. In order to protect the Institute's primary mission, community members with other professional or financial interests shall disclose them to the Institute's Director.

5. HUMAN RESOURCES

The Institute is dedicated to the pursuit of excellence and facilitation of an environment that fosters this goal. Central to that institutional commitment is the principle of treating each community member fairly and with respect. To encourage such behaviour, the Institute prohibits discrimination and harassment and provides equal opportunities for all community members and applicants regardless of their race, colour, religious creed, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, age, sexual orientation, gender identity, veteran status or any other characteristic protected by law.

6. COMPLIANCE WITH LAWS

Members of the Institute community must transact Institute business in compliance with applicable laws, regulations, and Institute policy and procedure.

a. Contractual Obligations — Only individuals who have authority delegated in writing by the Director or an appropriate Institute official may represent the Institute or enter into agreements or other commitments on behalf of the Institute.

b. Environmental Health & Safety, including Workplace Health and Safety — Members of the Institute community must be committed to protecting the health and safety of its members by providing safe workplaces. Community members must adhere to good health and safety practices and comply with all environmental health and safety laws and regulations.

c. Non-Institute Professional Standards — Those belonging to professional organizations are expected to adhere to Institute policies and codes of conduct in addition to any professional standards. If a community member believes there is a conflict between a professional standard and Institute policy, he or she should contact the Director.

7. USE OF INSTITUTE RESOURCES

Institute resources, including those made available by other organisations, must be reserved for business purposes on behalf of the Institute. They may not be used without authorisation or for personal gain, and may not be used for personal use except in a manner that is incidental, and reasonable in light of the individual's duties.