



CODE OF CONDUCT AND ETHICS

The purpose of this Code of Ethics 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 Parliamentary Centre.

This Code applies to all employees (indeterminate contract or fixed term contract), and any third party service provider in face-to face contact with our clients.

PC staff shall act with honesty, integrity and openness in all their dealings as representatives of the organization. PC promotes a working environment that values respect, fairness and integrity.

GOVERNANCE

The Parliamentary Centre shall be governed fairly and responsibly by an independent, active, and informed governing body: the Board of Directors.

All voting members of the governing body shall serve without compensation, except for reasonable expenses incurred to fulfill their organizational duties.

The structure shall enable the Organization to make timely decisions and to meet its responsibilities. The framework shall include an appropriate governance structure and operations; relationship of senior staff and the governing body; and decision-making processes.

The Organization's governing body shall review and approve the Organization's annual budget, significant policies, key financial transactions, compensation practices, plans and programs and hold officers, committees and staff accountable for actions taken and results achieved under delegated authority.

The governing body shall periodically reassess the Organization's governing

documents and objects, vision, mission, goals, priorities, alignment of resources and effectiveness through consultation and collaborative planning.

ORGANIZATIONAL INTEGRITY

The affairs of the Organization shall be conducted with integrity and transparency. The Organization shall make full, open, and accurate disclosure to the public of relevant information concerning its goals, programs, finances, activities, results, effectiveness and governance. Exceptions are personnel matters, legal matters, proprietary information and ethical and legal requirements of personal privacy.

The Organization shall ensure that complaints are dealt with in a timely manner and impartially, respecting the rights of involved parties for confidentiality and disclosure.

The Organization shall comply with all applicable national laws and regulations as well as laws and regulations of provinces or municipalities in which it is based or operates. In conducting activities outside of Canada, Parliamentary Centre shall be aware of foreign laws and regulations governing its activities.

The Organization shall oppose and shall not be a participant to any wrongdoing or financial impropriety. It shall take prompt and firm corrective action whenever and wherever any member of its governing body, employee, or volunteer has committed wrongdoing of any kind.

FINANCES

The Organization shall conduct its finances in such a way as to ensure appropriate use of funds and accountability to donors. It shall operate according to a budget approved by its governing body and have sound internal controls and documented financial policies and procedures.

The Organization shall ensure that there are sufficient resources for effective administration.

The Organization shall have annual audited financial statements.

The Organization shall ensure that it (and, if applicable, its affiliates) manages its funds prudently. Any Organization with available assets for investment shall have and follow an investment policy.

The Parliamentary Centre as a registered charity shall file its Registered Charity Information Return within six (6) months of its fiscal year end and such returns shall be complete and accurate.

The Organization shall make its most recent annual report, and a current list of members of its governing body easily accessible to the public (e.g. in a visible and public section of their website).

MANAGEMENT PRACTICES AND HUMAN RESOURCES

The Parliamentary Centre shall:

Endeavour to follow sound management and operational practices appropriate to its mission, operations and governance structure.

Provide employees with job descriptions or duties that detail the Organization's expectations.

Have clear, well defined written policies and procedures relating to its employees (including host country nationals and expatriates) and a process for communicating these policies and procedures; and ensure that the policies clearly define and protect the rights of these individuals;

Clearly describe and communicate compensation and benefits to each employee in writing, and make financial arrangements to honor its financial commitments;

PC Employment Manuals gives further details of PC's policies and procedures. Management has the responsibility of ensuring compliance with all Codes and Policies of Parliamentary Centre.

WORKPLACE PRACTICES

All employees accept to:

1. Act with honesty and integrity by upholding corporate values and in accordance with any professional standards and / or governing laws and legislation that have application to the responsibilities they perform for or on behalf of the Parliamentary Centre.
2. Comply with both the letter and the spirit of any training or orientation provided

to them by the Parliamentary Centre in connection with those responsibilities.

3. Adhere to the policies and procedures of the PC and support the decisions and directions of the Board and its delegated authority.

4. Take responsibility for their actions and decisions. Follow reporting lines to facilitate the effective resolution of problems. Ensure that they do not exceed the authority of their position.

5. Respect and maintain the confidentiality of information gained as an employee, including, but not limited to, all computer software and files, PC's business documents and printouts, and donor records.

CONFLICT OF INTEREST

Conflict of interest arises when a person participates in a decision about a matter (including any contract or arrangement of employment, leasing, sale or provision of goods and services) which may benefit or be seen to benefit that person because of his/her direct or indirect monetary or financial interests affected by or involved in that matter.

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.

Employees may not use their position with the Parliamentary Centre to solicit or accept gifts, gratuities, free trips, honoraria, personal property, or any other item of value from any person or entity. Nevertheless, nominal gifts and entertainment as well as reasonable invitations to events such as meetings, conventions and seminars may be accepted provided they are reasonable and serve a customary business purpose such as networking or promoting good working relationships with clients, partners or contractors.

PUBLIC RELATIONS

Parliamentary Centre's Chair and CEO and President are responsible for all public relations, including all contact with the media. Unless employees, directors or agents are specifically authorized to represent Parliamentary Centre to the media, they may not speak on behalf of the organization. They should refer media requests for Parliamentary Centre to one of the authorized individuals.

ACKNOWLEDGMENT

I confirm that I have read and understand the code of conduct and ethics of the Parliamentary Centre, and agree to comply with the statements contained therein.

Full Name

Signature

Date

Parts of this code were adapted from The Canadian Council for International Co-operation (CCIC) Code of Ethics and Standards.