

PEGNL Employee & Volunteer Code of Conduct Policy

Employees shall be bound by the following Code of Conduct.

1. Always act with fairness, honesty, integrity and openness; respect the opinions of others and treat all with equality and dignity without regard to gender, race, colour, creed, ancestry, place of origin, political beliefs, religion, marital status, disability, age, or sexual orientation.
2. Promote the mission and objectives of PEGNL in all dealings with the public on behalf of PEGNL and within PEGNL.
3. Provide a positive and valued experience for those receiving service within and outside PEGNL
4. Employees and volunteers are accountable to discharge the duties and responsibilities of their positions in good faith. Employees and volunteers will exercise due diligence and care in the performance of Employee's/Volunteer's duties.
5. Employees and volunteers shall take responsibility for actions and decisions, and follow reporting lines to facilitate the effective resolution of problems. Employees and volunteers shall ensure that they do not exceed the authority of their position
6. All employees and volunteers are bound by the following confidentiality agreement:
The Employee or Volunteer shall not at any time during or subsequent to employment/volunteering with PEGNL, use or disclose directly or indirectly to others, unless in the normal and proper course of work for PEGNL, or except as required by law, any confidential information in the possession of PEGNL, of which the Employee or Volunteer becomes informed while employed by/volunteering with PEGNL.
7. Employees and volunteers must avoid a conflict of interest with respect to their fiduciary responsibility. Conflict of interest arises when a person participates in a decision about a matter (including any contract or arrangement of employment) 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 with that matter. It is the duty of any person taking part in the operations of PEGNL to adhere to this policy at all times. 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.
 - 8.1. Employees or volunteers shall not use their position to obtain employment at PEGNL for family members or close associates. In no case shall an employee or volunteer campaign for the employment of a family member or close associate.
9. Employees and volunteers will respect the confidentiality appropriate to issues of a sensitive nature.

12. PEGNL has a zero tolerance policy with respect to Harassment. Harassment in any form is strictly prohibited and may be grounds for termination.
13. Employees and volunteers shall ensure that unethical activities not covered or specifically prohibited by the foregoing or any other legislation are neither encouraged nor condoned.

An employee or volunteer who is alleged to have violated the Code of Conduct shall be informed in writing and shall be allowed to present his or her views of such alleged breach. Employees or volunteers who are found to have violated the Code of Conduct may be subject to censure, disciplinary action, or termination/removal from committee/task force/board.