



NoOffence!

Values and Code of Ethics Policy

Statement of Values

A code of ethics is built on the foundation of widely shared values. These values include:

- Commitment to the public good;
- Accountability to the public;
- Commitment beyond the law;
- Respect for the worth and dignity of individuals;
- Inclusiveness and social justice;
- Respect for pluralism and diversity
- Transparency, integrity and honesty;
- Responsible stewardship of resources; and,
- Commitment to excellence and to maintaining the public trust.

These values lead directly to the Code of Ethics. These values inform and guide the actions that NoOffence! CIC will take in developing its policies and informing its practices.

Code of Ethics

I. Personal and Professional Integrity

All staff and Advisory Board members of NoOffence! CIC act with honesty, integrity and openness in all their dealings as representatives. NoOffence! CIC promotes a working environment that values respect, fairness and integrity.

II. Mission

NoOffence! CIC has a clearly stated mission and purpose, approved by the Advisory Board, in pursuit of the public good. All of its programs support that mission and all who work for or on behalf of the NoOffence! CIC understand and are loyal to that mission and purpose. The mission is responsive to the constituencies and communities served by NoOffence! CIC and of value to the society at large.



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III. Governance

NoOffence! CIC has an active governing body, its Advisory Board, that is responsible for setting the mission and strategic direction of NoOffence! CIC and oversight of the finances, operations, and policies of the association. The Advisory Board:

- Ensures that its Advisory Board members have the requisite skills and experience to carry out their duties and that all members understand and fulfill their governance duties acting for the benefit of the association and its public purpose;
- Has a conflict of interest policy that ensures that any conflicts of interest or the appearance thereof are avoided or appropriately managed through disclosure, recusal or other means;
- Ensures that the Chief Executive and appropriate staff provide the governing body with timely and comprehensive information so that the governing body can effectively carry out its duties;
- Ensures that NoOffence! CIC conducts all transactions and dealings with integrity and honesty;
- Ensures that NoOffence! CIC promotes working relationships with Advisory members and staff, and program beneficiaries that are based on mutual respect, fairness and openness;
- Ensures that NoOffence! CIC is fair and inclusive in its hiring and promotion policies and practices for all Advisory Board and staff positions;
- Ensures that policies of NoOffence! CIC are in writing, clearly articulated and officially adopted;
- Ensures that the resources of NoOffence! CIC are responsibly and prudently managed; and,
- Ensures that NoOffence! CIC has the capacity to carry out its programs effectively.

IV. Legal Compliance

NoOffence! CIC is knowledgeable of and complies with all laws, regulations and applicable international conventions.



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V. Responsible Stewardship

NoOffence! CIC manages its funds responsibly and prudently. This includes the following considerations:

- It spends a reasonable percentage of its annual budget on programs in pursuance of its mission;
- It spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management;
- NoOffence! CIC compensates staff, and any others who may receive compensation, reasonably and appropriately;
- NoOffence! CIC does not accumulate operating funds excessively;
- NoOffence! CIC ensures that all spending practices and policies are fair, reasonable and appropriate to fulfill its mission; and,
- All financial reports are factually accurate and complete in all material respects.

VI. Openness and Disclosure

NoOffence! CIC provides comprehensive and timely information to the public and its membership and is responsive in a timely manner to reasonable requests for information. All information about NoOffence! CIC fully and honestly reflects the policies and practices of NoOffence! CIC. All financial, organisational, and program reports are complete and accurate in all material respects.

VII. Inclusiveness and Diversity

NoOffence! CIC has a policy of promoting inclusiveness and its staff and Advisory Board reflect diversity in order to enrich its programmatic effectiveness. NoOffence! CIC takes meaningful steps to promote inclusiveness in its hiring, retention, promotion, Advisory Board recruitment and constituencies served.

Approved by: Chief Executive, 5th January 2015

Review date: January 2016