

# REEL CANADA

August 11, 2025

## CODE OF CONDUCT

### Statement:

The following Code of Conduct (“the Code”) is designed to allow REEL CANADA to preserve its long tradition of integrity and credibility with the public, its partner organizations, and within the company. This Code applies to all Board members, Committee members, all employees (permanent full-time, hourly, fixed term contract, permanent part-time), direct service program volunteers, contractees, and any third-party service provider in face-to face contact with our clients.

The Code is organized into categories, as follows:

### Service

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 REEL CANADA in all dealings with the public on behalf of the company.
3. Provide a positive and valued experience for artists and audiences.

### Accountability

1. Act with honesty and integrity and in accordance with any professional standards and / or governing laws and legislation that have application to the responsibilities you perform for or on behalf of REEL CANADA.
2. Adhere to all policies and procedures, and the values of REEL CANADA and support the decisions and directions of the Board and its delegated authority.
3. Take responsibility for your actions and decisions. Follow reporting lines to facilitate the effective resolution of problems. Ensure that you do not exceed the authority of your



# REEL CANADA

August 11, 2025

position.

## **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 in writing the interest, refrain from attempting to persuade or influence other persons participating in the decision and shall not cast any vote on the matter.

## **Confidentiality**

Respect and maintain the confidentiality of information gained in service of REEL CANADA, including, but not limited to, all computer software and files, REEL CANADA business documents and printouts, and all employee, volunteer, membership, donor and supporter records. The obligations with respect to confidentiality will continue beyond the term of employment or volunteering.

## **Personal or Sexual Harassment**

Sexual harassment is any conduct, comment, gesture or contact of a sexual nature that one would find to be unwanted or unwelcome by any individual, or that might, on reasonable grounds, be perceived by that individual as placing a condition of sexual nature on an employment or career development.

Personal harassment means any conduct whether verbal or physical that is discriminating in nature, based upon another person's race, colour, ancestry, place of origin, political beliefs, religion, marital status, physical or mental disability, sex, age or sexual orientation. It is discriminatory behaviour, directed at an individual that is unwanted or unwelcome and causes substantial distress in that person and serves no legitimate work-related purpose.

REEL CANADA has a zero-tolerance policy with respect to Personal /Sexual Harassment. Personal/Sexual Harassment in any form is strictly prohibited and may be grounds in the case of



# REEL CANADA

August 11, 2025

an employee or contract worker, immediate dismissal for just cause without notice or pay in lieu of notice, or for termination as a volunteer.

## **Procedures for the care of others who may be vulnerable because of age or disability**

In the course of providing REEL CANADA services and programs, our employees, volunteers, artists and third-party service providers may come into contact with vulnerable individuals, especially minors.

When this occurs, whether in an RC office or at any RC-sanctioned events, anyone acting on behalf of RC is required to seek prior approval from the appropriate employee/leadership volunteer before initiating personal contact with vulnerable clients.

## **Implementation**

Strict observance of the Code is fundamental to the activity and reputation of REEL CANADA. It is essential that all Board members, Committee Members, all employees (permanent full-time, hourly, fixed term contract, permanent part-time), direct service program volunteers, contract staff and any other third-party service provider in face-to-face contact with our clients adhere to this Code. They will certify this by signing a Declaration that they have read and will abide by this Code.

Management has the responsibility of ensuring compliance with all Codes and policies of REEL CANADA.

## **Code of conduct declaration: Acknowledgement and Agreement**

I, \_\_\_\_\_, have read, understand and agree to abide by the Code of Conduct of REEL CANADA which also includes REEL CANADA policy, and I understand that such adherence is a condition of my employment or volunteer work. I understand that a violation of the Code of Conduct may be grounds for termination as a volunteer or in the case of an employee immediate dismissal for just cause without notice or pay in lieu of notice.



# REEL CANADA

August 11, 2025

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Volunteer/Employee – signature): \_\_\_\_\_

