

# **Code of Business Conduct and Ethical Behaviour**

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*Confirmation of Receipt Form*

## 1. Introduction

The reputation of the Canada Deposit Insurance Corporation is dependent on the quality of the actions and the integrity of the behaviour of its employees. Compliance with appropriate standards of conduct is fundamental to the preservation of the Corporation's image and the success of its operations.

This *Code of Business Conduct and Ethical Behaviour* ("Code") is designed to help CDIC employees understand the standard of conduct that is expected of them. Its objective is to ensure that the Corporation's tradition of professionalism and excellence is maintained and enhanced while supporting a positive work environment in which people are respected.

Throughout the Code there are references to various policies; further details are available in the policies themselves. All employees have a responsibility to be knowledgeable of the Corporation's policies and **must** comply with these policies. **Specific reference in this Code to a CDIC policy is made for ease of reference. In the event of a discrepancy in the wording of any such policy and this Code, the wording of the specific policy will govern.**

At CDIC, adherence to this Code is a condition of employment.

To acknowledge a commitment to abide by the *Code of Business Conduct and Ethical Behaviour*, each employee must sign the *Confirmation of Receipt Form* (see appendix) and return it to the Human Resources department. The form is kept on record in the employee's Human Resources file.

## 2. The Expected Standards of Business Conduct and Ethical Behaviour

The Corporation expects each employee to abide by the standards of this Code.

Employees are to keep confidential all information regarding the business and affairs of CDIC and are to exercise their duties in good faith, in the best interests of the Corporation.

Employees are to conduct themselves in a manner that reflects the overall spirit of the Code and CDIC's corporate values. These values are:

- Professionalism and excellence
- Integrity and trustworthiness
- Communication and teamwork
- Respect and fairness

Employees are to conduct themselves in a professional manner at all times and strive to achieve the highest standards of behaviour and integrity in their work, both individually and in working with others.

Professionalism is not only measured by the kind of work one does. It is also determined by the attitude and behaviour with which one approaches and performs one's work. Professionalism entails the demonstration of competence at all times, being dedicated to the pursuit of excellence and committed to the principles of ethical behaviour. Ethical behaviour is behaviour that is honourable and consistent with accepted principles of correct moral conduct. Failure to adhere to these standards can impede one's work and the ability to perform it. It can also cast doubt on the integrity and competence of the Corporation as a whole.

In interactions with outside parties, employees are expected to act in good faith in the best interest of CDIC and exercise good judgment, having primary regard for the importance of maintaining and promoting CDIC's high standard of professionalism and excellence.

Managers are expected to explain an employee's duties and responsibilities and the performance expectations by which the employee will be measured. Employees are expected to fulfill the duties and responsibilities outlined in their job descriptions and to follow their supervisor's instructions.

Many employees have acquired a professional designation as members of an association or organization. These designations signify the achievement of a level of professional competence or expertise in a particular field. In many instances, the designation was a contributing factor in the hiring of the individual. The Corporation expects all such employees to remain a member in good standing of their applicable professional association, and to adhere at all times to their association's standards in their work as employees of CDIC.

Employees are to be neat, clean and well groomed. The Corporation expects that an employee's appearance and dress will reflect the Corporation's professional image and will be appropriate to his or her duties.

### **3. Leadership Role of Managers**

The personal example set by CDIC managers speaks louder than any written code. Every CDIC manager must demonstrate leadership in respecting and promoting the standards of the *Code of Business Conduct and Ethical Behaviour*.

### **4. Internal Disclosure of Information Concerning Wrongdoing in the Workplace**

Any employee who has reasonable grounds to believe that another person has done something unethically, immorally or illegally in the conduct of CDIC business is expected to disclose this information to his or her supervisor or to a senior officer of CDIC.

Under the CDIC policy on *Internal Disclosure of Information Concerning Wrongdoing in the Workplace*, an employee disclosing such information will be treated fairly and protected from any resulting reprisal.

## **5. Conflicts of Interest Code**

Each employee is expected to avoid situations that may lead to a real, potential or perceived conflict of interest and to comply with the *Conflicts of Interest Code*. Adherence to the *Conflicts of Interest Code* minimizes the possibility of conflicts arising between an employee's private interests and his or her official duties and responsibilities with the Corporation. The *Conflicts of Interest Code* also provides a process to resolve any potential conflict of interest that may arise.

## **6. Oath of Fidelity and Secrecy**

All employees must take the *Oath of Fidelity and Secrecy* at the beginning of employment. Employees are required to solemnly swear that he or she will treat as confidential any information that is obtained by that employee regarding the internal affairs of CDIC or of a federal or provincial institution or of any person dealing with that institution.

## **7. Confidentiality and Disclosure of Information**

The *Access to Information Act* and the *Privacy Act* govern how the Corporation collects, uses, stores, discloses, and disposes of certain information.

Every employee is required to fully respect the provisions of these Acts and the confidentiality requirements of information the employee has obtained because of his or her position.

The *Access to Information Act* gives Canadian citizens and permanent residents access to information in federal government records. CDIC expects employees to comply with the *Access to information Act* and not to destroy, alter, falsify or conceal a record.

CDIC expects employees to comply with the *Privacy Act* which gives Canadian citizens and permanent residents the right to access their personal information held by federal agencies and which protects against the unauthorized use or disclosure of that information.

## **8. Public Comment**

Employees are required to refrain from any public discussion, in the media or otherwise, regarding CDIC's business, affairs, policies or organization.

Only a designated spokesperson can issue a statement or make comments about CDIC's position on a given subject. If an employee is asked to comment publicly on any issues related to CDIC's affairs, the employee must decline to comment and refer the enquiry to CDIC's department of Communications and Public Affairs.

**9. Respect in the Workplace**

The Corporation is committed to providing a workplace free of violence, harassment and discrimination. In accordance with its policies on *Harassment and Workplace Violence Prevention*, the Corporation expects each employee to comply with these policies and to contribute to a harassment and violence-free workplace.

**10. Personal and Family Relationships in the Workplace**

Any employee who has a personal or family relationship with another employee that might affect work performance, or might be perceived as affecting work performance or the credibility of the Corporation, should inform Human Resources of this matter.

An employee with management responsibilities who has a personal or family relationship with another CDIC employee must take steps to ensure that the relationship is kept outside of the manager's immediate working group or line of authority and ensure that the relationship will not affect the credibility or reputation of CDIC.

**11. CDIC Property**

Employees are expected to use and safeguard CDIC property for the conduct of CDIC business, and to protect it from theft, misuse or damage.

The Corporation expects that employees who have access to CDIC electronic networks and the Internet will use these networks only for authorized purposes and in a responsible and informed way, respecting the law and applicable CDIC policies.

**Reference should be made to the Internet policy for greater details.**

The Corporation will arrange to have a corporate credit card issued to employees that are required to incur business expenses in the course of their employment.

Employees to whom corporate credit cards have been issued are responsible for the charges they incur and are expected to abide by the *Corporate Card Agreement* between the card issuer and the employee.

An employee is required to return all CDIC property if and when employment ends or the employee is requested to do so.

**12. Punctuality and Absenteeism**

Employees are expected to attend the workplace regularly and punctually in the hours established by their supervisor. In the event circumstances arise which prevent an employee from reporting to work as expected, the employee must notify both the supervisor and the office receptionist immediately.

Medical or other appointments should be arranged so that limited time is required away from work. Except for periods of approved leave, employees are expected to make every effort to make up any time lost due to absences, personal appointments or tardiness.

### 13. Consumption of intoxicants

No employee should work under the influence of alcohol, illegal drugs or other intoxicants. “Under the influence” is defined as a condition that any reasonable person would consider as impairing an employee’s effectiveness. If, under a prescription issued by a physician, an employee is required to take medication that could affect his or her performance, the employee should advise his or her manager accordingly.

As long as doing so does not impair the employee’s work performance, judgment or behaviour, an employee may consume alcohol in moderation during business-related social occasions. On these occasions, an employee is expected to behave in a manner that does not bring discredit to CDIC. **Reference should be made to the Social Events - Consumption of Alcohol policy for greater details.**

### 14. Smoking

CDIC supports a safe and healthy working environment and does not permit smoking on CDIC premises. Employees are expected to use good judgment regarding the timing and frequency of smoking breaks. Abuse of this privilege may lead to a limitation on the number or duration of smoking breaks.

### 15. Failure to Comply

Adherence to CDIC’s *Code of Business Conduct and Ethical Behaviour* and to CDIC policies is considered to be a condition of employment. An employee whose conduct constitutes a breach of the Code will be subject to appropriate disciplinary action up to and including dismissal.

### 16. Conclusion

A reputation for appropriate business conduct and sound ethical behaviour is vital to maintaining CDIC’s credibility and image. Accordingly, the highest standards of ethical behaviour and business conduct must govern the work of its employees and the Corporation’s operations overall.

It is the responsibility of CDIC to establish clear standards of conduct and behaviour for its employees. It is the responsibility of each employee to adhere to these standards. The adherence of employees to the provisions of this Code will be assessed annually as part of the performance appraisal process in which an employee’s “personal effectiveness” is assessed in comparison with CDIC’s corporate values. This *Code of Business Conduct and Ethical Behaviour* provides guidance to assist employees in making decisions that are consistent with these expectations.

#### **Cross-references**

Oath of Fidelity and Secrecy  
Conflicts of Interest Code  
Harassment Policy and related brochure: Respect in the Workplace  
Internal Disclosure of Information Concerning Wrongdoing in the Workplace  
CDIC Internet Policy  
Social Events – Consumption Of Alcohol  
Workplace Violence Prevention Policy

Appendix

**Confirmation of Receipt Form**

I acknowledge that I have received my copy of the *Code of Business Conduct and Ethical Behaviour* for the Canada Deposit Insurance Corporation.

I have read the above-mentioned Code and agree to abide by the standards set out for the duration of my employment with the Canada Deposit Insurance Corporation.

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Manager's signature

\_\_\_\_\_  
Employee's name  
(type or print)

\_\_\_\_\_  
Manager's name  
(type or print)

\_\_\_\_\_  
Date

**Note:** Original copy to be placed on the employee's personnel file in the Human Resources department.