

## **The CHC/CPC Code of Conduct**

The CHC/CPC Code of Conduct, herein referred to as “the Code”, is subject to modification from time to time as reviewed and approved by CHC/CPC’s Board of Directors. Care should be taken to ensure that any copy being used and referred to is the latest version.

All members, members of the Board of Directors and employees of the Capital Heritage Connexion / Patrimoine de la Capitale (CHC/CPC) are expected to abide by this Code in the interest of maintaining an inclusive and safe environment supporting active participation.

This Code applies to individuals as members, member organizations as represented by a duly delegated individual and – through them – any member of a member organization dealing in any way with, through or on behalf of CHC/CPC. An application for CHC/CPC membership is deemed to include having reviewed this Code and agreeing to adhere to it in full.

Members should familiarise themselves with this Code and contact the CHC/CPC Board of Directors to clarify any concerns.

The objective of this Code is to ensure that high standards of behaviour are observed by persons working with or for this organization or representing their heritage organization in the context of their roles as members of CHC/CPC.

As a member or employee of CHC/CPC, you are expected to:

### **1. Act with honesty and integrity:**

- Be open and transparent in your dealings with CHC/CPC
- Use the power of your position as a member responsibly
- Ensure that any possible conflicts of interest are disclosed and avoided
- Strive to earn public trust and the trust of CHC/CPC members and sustain this at a high level

### **2. Act in good faith in the best interests of CHC/CPC:**

- Demonstrate accountability for your actions
- Accept responsibility for your decisions
- Avoid activities that may bring you or fellow CHC/CPC members into disrepute
- Remain mindful at all times how your personal conduct and that of your member organization may reflect in fact or by inference upon CHC/CPC and the heritage community at large, impacting how both are perceived and received

**3. Act fairly and impartially:**

- Avoid bias, discrimination, or self-interest
- Demonstrate respect for fellow CHC/CPC members by acting in a professional and courteous manner

**4. Use your position appropriately:**

- Avoid the use of your position as a member of CHC/CPC to seek an undue advantage for your heritage organization, yourself, your family members or associates
- Avoid the use of your position as a member of CHC/CPC to cause detriment to CHC/CPC or fellow CHC/CPC members

**5. Comply with CHC/CPC's rules of governance:**

- Obtain a good working knowledge of CHC/CPC's governance, including documents pertaining to your role and responsibilities as a member

**6. Demonstrate leadership and stewardship:**

- Promote and support the application of CHC/CPC's values
- Acknowledge and act in accordance with the responsibilities you have as a member of CHC/CPC in regard to the rights of all members of CHC/CPC and other stakeholders of CHC/CPC
- Act in accordance with this Code