



## VOLUNTEERS MAKE OUR WORK POSSIBLE

### Green Calgary Code of Conduct & Confidentiality Agreement

All employees, contractors, and/or program volunteers are expected to comply with the prescribed Code of Conduct and as such, you agree to, at all times:

All employees, contractors, and/or program volunteers are expected to comply with the prescribed *Code of Conduct* and as such, you agree to, at all times:

Conduct yourself in a manner that preserves and/or enhances the reputation of the organization specifically in relation to its vision, mission and values;

Serve the overall best interests of the organization and act in accordance with its approved governing documents and policies.

Demonstrate respect for individuals in all manifestations of their cultural, religious diversity or economic circumstance;

Act in good faith, show prudent judgment, and ensure honesty, transparency and openness in all activities that you conduct on behalf of the organization and avoid any real or perceived conflicts of interest;

Act with due diligence and dedication to the roles and responsibilities as outlined in your contract agreement and/or job description. This includes, but is not limited to, all meetings, events and in all other activities you attend on behalf of the organization.

Respect for confidentiality is the cornerstone of trust and confidence as well as a requirement of employment and/or volunteerism. Employees, contractors, and/or volunteers must at all times respect the confidentiality of personnel related matters and all internal communications of Green Calgary (unless otherwise specified).

Confidentiality means you may not relate such matters to anyone including immediate family members. The duty of confidentiality continues after you have left the service of Green Calgary.



[Green Homes & Communities](#) | [Green Workplace](#) | [Green Kids & Generation Green](#) | [EcoStore](#)

Since 1978, Green Calgary has been a leading urban environmental charity empowering Calgarians to green the way they live, work & play.