



CODE OF CONDUCT AND ETHICAL RESPONSIBILITIES FOR CANADIAN OPEN DATA SOCIETY PERSONNEL*

Purpose. In order to maintain fair and exacting standards of ethical conduct for all members, directors, officers, employees and volunteers (collectively known as “personnel”) of the Canadian Open Data Society Incorporated (operating as “CODS Inc.”), all personnel are expected to adhere to this Code of Conduct. This document is expected and intended to evolve, to ensure that all personnel are expected to abide by the best practices of not-for-profit corporations.

Mission. CODS Inc.’s mission is to bring all people and organizations with an interest in the publication, application and promotion of Open Data together to share information, best practices and opportunities at the annual Canadian Open Data Summit, online, and at any other opportunity or forum that can be facilitated by CODS Inc.

Values. Fulfilling this mission, and obtaining support for it, requires the maintenance of trust and confidence among all participants. These values are exemplified in the following principles: ***transparency, fairness, integrity, and accountability.***

Principles. To ensure that the community we serve and our stakeholders have confidence in the integrity of CODS Inc., personnel are expected to adhere to the fundamental principles of ethical service as implemented below.

Transparency

1. Personnel shall not use their position for private gain, and further to this principle shall follow the directives and process of the CODS Inc. Conflict of Interest Policy.
2. Personnel shall disclose to the Board of Directors any perceived waste, fraud, abuse, and corruption affecting CODS Inc.
3. Personnel shall disclose to the Board of Directors all relevant personal activities which may have a bearing on the operations of CODS Inc.

Fairness

1. Administering programs in service to our community is a public trust, requiring personnel to place loyalty to ethical principles above private gain.
2. Personnel shall act impartially and not give preferential treatment to any private organization or individual.
3. As detailed in the CODS Inc. Conflict of Interest Policy, personnel shall not solicit or accept any personal gift or other item of monetary value from any person or

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entity seeking official action from, doing business with, or conducting activities regulated by CODS Inc.

Integrity

1. Personnel shall exercise their reasonable best efforts in accordance with their respective experience, education, experience and skill in the performance of their duties.
2. Personnel shall adhere to all laws and regulations applicable to their duties.
3. Actions shall be consistent with the principle of equal opportunity for all persons regardless of race, color, religion, sexual orientation or identity, national origin, age, or disability.

Accountability

1. Personnel shall make no unauthorized commitments or promises of any kind purporting to bind CODS Inc.
 - a. Personnel expressing themselves in public forums about CODS Inc. should preface their comments with a statement similar to “these are not the official views and do not bind the corporation” unless specifically authorized otherwise.
2. Personnel shall protect and conserve CODS Inc. property and funds, and shall not use either for other than authorized activities.
3. Personnel shall not engage in activities in the name of CODS Inc. that would cause CODS Inc. to default on any contractual commitment or bring it into disrepute.

Supervisors shall ensure that their reports understand and comply with the standards and requirements stated in the Code.

Any problems, questions, uncertainties and suggestions, not involving your supervisor, should be directed first to your supervisor and then to the Board of Directors for clarification, consideration and appropriate action. Issues involving a supervisor should be directed to his/her superior or to the Board of Directors.

Name: _____

Signature: _____

Date: _____

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