



Casa Canadiense – Pueblito Canada (“Casa – Pueblito”) CODE OF CONDUCT AND ETHICS/CONFLICT OF INTEREST POLICY

The Board commits itself to ethical, businesslike and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members. Adherence to The Code is also expected of the employees of Casa - Pueblito (full/part time employees or consultants) as well as volunteers. Each employee, director and volunteer is required to read and understand The Code and commit to its intended purpose which is to deter wrongdoing and create an ethical culture.

1. Each shall treat one another with respect, cooperation and a willingness to deal openly on all matters.
2. Each shall represent the interests of Casa - Pueblito first.
3. Each shall act at all times in the best interests of Casa - Pueblito rather than particular interests or constituencies. This means performing duties in transacting the affairs of the corporation in a manner that promotes public confidence and trust in the integrity, objectivity and impartiality of the board.
4. Each is accountable to exercise the powers and discharge the duties of their office or position honestly and in good faith.
5. Each board member shall serve without remuneration.
6. Each shall keep confidential all information about donors, volunteers, staff, programs, consultants, operations and any other matters specifically determined by Board discussion and motion to be matters of confidence, including matters dealt with during in-camera meetings of the Board.
7. Board members may not attempt to exercise individual authority over the organization except as implicitly set forth in the By-laws and Board policies.
 - a) Board members’ interaction with Senior Management or with other staff must recognize the lack of authority in any individual member except as implicitly set forth in the By-laws or Board policies.

CASA PUEBLITO

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- b) Board members' interaction with the public, press or other entities must recognize the same limitation and similar inability of any individual Board member or members to speak for the Board unless so authorized by the Board as a whole pursuant.
8. Board members will use the expertise of individuals to enhance the ability of the Board as a body to make policy. The Board will not abdicate its values in favor of any individual's judgment.
 9. The responsibilities of Board members under parliamentary law are to abide by the final decision of the majority of Board members.
 10. It is the responsibility of directors, employees and volunteers to ensure Casa - Pueblito remains in compliance with all applicable laws, rules and regulations.

CONFLICT OF INTEREST

11. No director (Board member), employee or volunteer shall directly or indirectly receive any profit from his or her position as such, provided that directors (Board members) may be paid reasonable expenses incurred by them in the performance of their duties. The pecuniary (financial) interests of immediate family members or close personal or business associates of a director (Board member) are considered to be the pecuniary (financial) interests of the director (Board members) or employee or volunteer.
12. Board members, employees and volunteers shall avoid any conflict of interest and will immediately declare any personal conflict of interest that might arise.
13. Board members are considered to be in a "conflict of interest" whenever they themselves, or members of their family, business partners or close personal associates, may personally benefit either directly or indirectly, financially or otherwise, from their position on the Board. Similarly, employees with decision making authority shall also be bound by this article.



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14. A conflict of interest may be “real”, “potential” or “perceived”; the same duty to disclose applies to each.
15. Full disclosure in itself, does not remove a conflict of interest.
16. The Board member or employee or volunteer must openly disclose a potential, real or perceived conflict of interest as soon as the issue arises and before the board or its committees deal with the issue.
17. The responsibilities of Board members under parliamentary law are to abide by the final decision of the majority of Board members.

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