



## VRCA CODE OF ETHICAL CONDUCT FOR STAFF, DIRECTORS AND \*VOLUNTEERS

**VRCA volunteers and staff will conduct themselves in keeping with the following ethical principles when acting on VRCA business:**

**Equality:** VRCA volunteers and staff shall treat all VRCA members equally and fairly regardless of industry sector, geographic region or business size or affiliation and shall not show any preference or favouritism to one to the detriment of another.

**Impartiality:** VRCA's decision and policy-making process strives to serve the interests of the entire industry as opposed to a particular sector or region. VRCA volunteers and staff shall not promote the interests of one sector or region of the industry to the obvious detriment of another.

**Objectivity:** VRCA volunteers shall disclose any self-interest or other factor that could be construed as influencing their decision-making.

**Gifts, Favours:** VRCA staff shall disclose to the VRCA President any gift or favour provided to them by a VRCA member or supplier that might in any way be perceived as intended to influence a decision to use a particular supplier or to assist a particular member.

**Consistency:** VRCA volunteers and staff shall ensure that any opinions expressed on VRCA's behalf are consistent with well-recognized VRCA policies and positions and are not personal opinions or beliefs unless clearly identified as such.

**Credibility:** VRCA volunteers and staff shall at all times strive to ensure that the information and data they use is up-to-date and accurate.

**Confidentiality:** VRCA volunteers and staff shall treat all sensitive material derived as a result of their activities with VRCA with the utmost confidentiality.

**Discrimination and Harassment:** VRCA is committed to providing its employees with a work environment free of discrimination and harassment and has a firm policy and procedure in place to ensure no employee is subjected to discriminatory practices or harassment.

\* A **volunteer** is any person serving on VRCA committees, task forces or in other VRCA activities who does so without remuneration and whose words and actions could be construed to be those of the VRCA.