



Yorklands Green Hub Code of Conduct and Policy

1. Purpose

This document outlines the expected standards of behavior (Code of Conduct) and the processes for implementing, monitoring, and enforcing these standards (Policy). It applies to all Directors, volunteers, and staff of Yorklands Green Hub, ensuring alignment with the organization's mission, values, and ethical commitments.

2. Scope

This Code and Policy applies to all individuals associated with Yorklands Green Hub, including staff, board members, volunteers, and contractors, in any capacity related to the organization's operations, programs, or events.

3. Code of Conduct

3.1 Respect and Integrity

- Treat everyone with respect, honesty, and kindness.
- Maintain confidentiality regarding sensitive organizational and personal information.
- Act transparently, avoiding personal conflicts that could compromise the organization's mission.

3.2 Inclusivity and Non-Discrimination

- Promote diversity and inclusion.
- Commit to equal opportunity and avoid discriminatory behavior.

3.3 Safety and Well-being

- Prioritize the safety of all individuals in activities.
- Follow safety protocols and report concerns promptly.

3.4 Accountability and Responsibility

- Fulfill assigned duties with professionalism.
- Communicate openly and take responsibility for actions and decisions.

3.5 Environmental Stewardship

- Act in ways that promote sustainability and reduce environmental impact.

3.6 Professionalism and Collaboration

- Foster teamwork and open communication while resolving conflicts constructively.
- Ensure behavior reflects positively on Yorklands Green Hub.

4. Policy Framework

4.1 Compliance with Policies and Laws

- Adhere to all Yorklands Green Hub policies, including safety, financial, and confidentiality protocols.
- Comply with local, provincial, and federal laws.

4.2 Document Control

To maintain the integrity, accuracy, and security of organizational information, Yorklands Green Hub commits to the following:

- 1. Storage and Accessibility:**
 - All organizational documents, including policies, reports, and sensitive correspondence, must be securely stored using a centralized, access-controlled system (e.g., encrypted cloud storage or locked physical filing systems).
 - Access to documents is restricted to authorized personnel based on their roles and responsibilities.
- 2. Version Control:**
 - All official documents must include version numbers, approval dates, and revision histories.
 - Outdated documents must be archived and clearly marked to prevent unauthorized use.
- 3. Retention and Disposal:**
 - Follow established retention schedules in compliance with applicable laws and organizational needs.
 - Ensure secure disposal of outdated or irrelevant documents, such as shredding physical records and permanently deleting digital files.
- 4. Risk Mitigation:**
 - Conduct regular audits of document control processes to identify and address risks, such as unauthorized access or accidental loss.
 - Provide training to staff and volunteers on proper document handling and security protocols.

4.3 Privacy and Data Protection

Yorklands Green Hub is committed to protecting the privacy of its stakeholders by adhering to the following principles:

1. **Compliance with Laws:**
 - All personal data must be collected, processed, stored, and shared in compliance with applicable privacy laws, including the **Personal Information Protection and Electronic Documents Act (PIPEDA)**.
2. **Data Collection and Consent:**
 - Collect personal information only for specific, legitimate purposes related to the organization's activities.
 - Obtain informed consent before collecting personal data, clearly explaining how it will be used, stored, and shared.
3. **Data Storage and Security:**
 - Store personal data securely using encryption, password protection, and access controls for digital records, and locked cabinets for physical records.
 - Limit access to personal data to authorized individuals and ensure it is used only for its intended purpose.
4. **Data Sharing:**
 - Do not share personal data with third parties without explicit consent, except as required by law.
 - Ensure third-party contractors handling data sign confidentiality agreements and comply with privacy standards.
5. **Retention and Deletion:**
 - Retain personal data only as long as necessary to fulfill its intended purpose or comply with legal obligations.
 - Permanently delete personal information that is no longer needed, ensuring it is irrecoverable.
6. **Responding to Breaches:**
 - Immediately report any suspected data breach to the Board Chair .
 - Investigate and address breaches promptly, notifying affected individuals and relevant authorities as required.
7. **Transparency and Rights:**
 - Provide individuals with access to their personal data upon request, allowing them to correct or delete information as appropriate.
 - Publish the organization's privacy practices on its website to ensure transparency.
8. **Regular Training and Audits:**
 - Provide privacy and data protection training to staff and volunteers during onboarding process.
 - Conduct periodic audits to ensure compliance with privacy laws and organizational policies.

4.4 Reporting and Addressing Misconduct

- Report misconduct to a designated staff member or Director.
- Engage in resolution processes professionally and constructively.

4.5 Enforcement

- Violations of this Code may result in disciplinary actions, including verbal or written warnings, suspension, or removal from the organization, as determined by the Board of Directors.

5. Acknowledgment

By participating in any capacity with Yorklands Green Hub, you acknowledge and agree to abide by this Code of Conduct and Policy.

Approval Date:

Review Schedule: This document will be reviewed as needed.