



How We Work Together Our Code of Conduct

About our Code of Conduct

Our Code of Conduct, “How We Work Together,” has been specifically developed to advance the goal of preserving public trust and to ensure a positive work environment. This is built on the belief that we can and must demonstrate to our supporters, Homeowners and the community that we are working to standards that are designed to secure their faith and confidence in our work and the services we deliver.

We are very clear what it means to work together. It means we contribute our time, skills, and know-how to improve the lives of families in need and our communities in Grey and Bruce counties. It means we are committed to helping our homeowners, customers and each other to succeed, and to grow our organization in ways that maximize benefit to society and the environment. We demand the very best from our staff and volunteers in terms of performance and standards.

It also means we operate legally and ethically in everything we do. It is expected that all employees and volunteers work according to applicable laws and regulations, and in accordance with the letter and spirit of those laws.

At Habitat for Humanity Grey Bruce, adherence to the Code of Conduct is *not optional*. It is the way we work together as a non-profit organization, and there are no exceptions to this expectation.

Committed to Our Vision, What We Do and Core Values

In working together, it is vital that all of us focus our energies on fulfilling our vision, mission and core values:

Vision

A world where everyone has a safe and decent place to live.

What We Do

We create opportunity for people to thrive through innovative housing solutions.

Core Values

Family-centric	Transformation
Tenacity	Social Responsibility
Openness	Health & Safety
Innovation	

Complying with Our Policies and Procedures

We take responsibility to be familiar with all policies and procedures that pertain to the area of the organization in which we work and to follow them. When we encounter a situation where we do not know how a policy and/or a procedure apply in that circumstance, we will ask our immediate supervisor for guidance.

Following Our Ethical Principles

Keeping our reputation as an ethical, non-profit organization and a responsible community partner is our most valued asset and critical to fulfilling our mission. Together, we hold ourselves to these high standards of ethical behaviour:

We are honest

What we say is true and forthcoming – we are open and transparent in our communications and about our performance. We obey all laws and regulations and strive to live up to our values and ethical principles.

We are trustworthy

We keep our word and our commitments. We avoid impropriety and do not compromise on our high standards.

We treat others with respect

We listen carefully and maintain fairness in all relationships. We listen intently to those who have questions or raise concerns about what we do.

We use good judgment

Before acting we take a positive stance of openness to fresh ideas, considering all options. We use our mission, values, policies and ethical principles as decision filters to guide our decisions and actions.

We are responsible

We admit our mistakes and do our best to correct them – this is the responsible thing to do. We accept the consequences of our actions.

We speak up

If we suspect someone is acting illegally or unethically we report it immediately. In doing so, we help maintain our values and culture.

We communicate in a professional manner

Both our spoken and written communication is respectful of others which includes avoiding the use of offensive language or pictures.

What this Means for You

Take pride in our work, policies and ethical practices as together we seek to be a force for good in our community and world. And, take responsibility for your actions and words to ensure that they support our culture and honour the Habitat brand.

If you are unsure what to do, ask yourself these questions.

Is it legal?

Does it comply with our policies?

Does it align with Habitat’s values and ethical principles?

Does it respect our homeowners, partners, customers, co-workers, communities and planet?

Would you be comfortable if it appeared on the front page of the newspaper?

If the answer is “no” to any of these then stop what you are doing and ask for help.

Your Acknowledgment and Commitment

I have read, understand and seek to fully comply with every aspect of Our Code of Conduct.

Print Name

Position

Signature

Date