

# OCCA Code of Conduct

## The Code for OCCA Officers, Employees, and Volunteers:

1. **Purpose:** To maintain an ethical and harmonious environment, this Code sets out the basic principles and rules that all staff and volunteers must follow.

2. **Basic Principles** All staff and volunteers are expected to align their behavior with OCCA's mission and core values: **Respect, Integrity, Service, and Inclusivity.**

3. **Rules of Conduct** In all dealings on behalf of OCCA, you must:

**3.1 Honesty & Integrity:** Conduct yourself with honesty, integrity, and transparency at all times.

**3.2 Professionalism:** Perform defined duties to the best of your ability and maintain professional conduct.

**3.3 Respect & Courtesy:** Treat everyone (colleagues, clients, and funders) with respect, dignity, and fairness.

**3.4 Anti-Discrimination:** Never act in a discriminatory, harassing, or violent way towards others.

**3.5 Conflict of Interest:** Avoid real or perceived conflicts of interest and never use your position for personal gain.

**3.6 Legal Compliance:** Follow all applicable Canadian laws and OCCA internal policies.

**3.7 Confidentiality & Privacy:** Collect and use confidential information only in accordance with privacy laws and OCCA policy.

**3.8 Resource Stewardship:** Use OCCA's equipment and technology professionally; never take or destroy OCCA property for personal use.

**3.9 Health & Safety:** Strive for the highest health and safety standards in all work areas.

4. **Violation of the Code** Any violation of this Code is viewed as a serious matter and could result in disciplinary action up to and including termination of the volunteer relationship.

# OCCA 行为准则

本准则适用于 OCCA 职员、员工及志愿者：

1. **目的** 为了维护一个文明、和谐且符合道德准则的工作环境，本准则规定了所有职员、员工及志愿者在服务期间必须遵守的基本原则与规章。

2. **基本原则** 所有职员与志愿者应使其行为与 OCCA 的使命及核心价值观保持一致：**尊重、诚信、服务、包容**。

3. **行为规范** 在代表 OCCA 处理所有事务时，您必须：

3.1 **诚实守信：** 始终保持诚实、正直和透明。

3.2 **专业精神：** 尽职尽责地完成工作，并保持专业的行为举止。

3.3 **尊重礼貌：** 以尊重、尊严、公平和礼貌的态度对待他人（包括同事、服务对象及资助方）。

3.4 **反歧视原则：** 严禁对他人的歧视、骚扰或暴力行为。

3.5 **利益冲突：** 避免任何实际或潜在的利益冲突，严禁利用职务之便谋取私利或剥削他人。

3.6 **守法义务：** 遵守所有适用的加拿大法律及 OCCA 的内部政策。

3.7 **保密与隐私：** 仅根据隐私法和 OCCA 政策收集并使用保密信息。

3.8 **资源管理：** 专业地使用 OCCA 的资源与技术设备；严禁擅自将 OCCA 财物据为己有或破坏。

3.9 **健康与安全：** 在所有工作区域内努力达到最高的健康与安全标准。

4. **违规处理** 任何违反本准则的行为将被视为严重事件，并可能导致纪律处分，包括终止志愿者服务关系。