

The John Howard Society of North Island Code of Business Ethics

We respect and support our communities and the environment

- As a good corporate citizen, we believe that the health of our business is tied to the health of the communities and environment in which we work and live.

We use electronic communications technology responsibly and professionally

- Every day we use essential business tools that belong to The John Howard Society of North Island, our clients and others: the Internet, e-mail, voice and intranet systems, as well as software, computers, telephones, digital assistants and fax machines.
- We use this technology professionally and with good judgement. While the company allows limited personal use, unacceptable behaviour includes illegal activities, excessive use, or conducting business that is not related to The John Howard Society of North Island. Also, our communications – by email, instant messenger or otherwise – should always be appropriate and in good taste.
- We only access and use technology and information we have a right to possess. For example, we do not use Internet peer-to-peer, file-sharing or other downloading services to violate intellectual property rights or to access illegal or inappropriate content.

We foster a fair and positive environment in which people can grow and succeed

- We respect employees in each of the workforces and value their unique contributions.

We seek to engage our people and understand different points of view

- We welcome diverse opportunities to engage with and listen to our people's concerns. We look for ways to understand what is important to them and their different points of view.

Our personal relationships and activities do not compromise The John Howard Society of North Island's objectivity or reputation

- The John Howard Society of North Island strives to avoid any risk of compromising its professional objectivity and reputation. Family and personal relationships in the workplace may raise this risk and jeopardize a professional work climate. In any situation where family or personal relationships could interfere with employment matters, including performance evaluations, promotions, career progression, work assignments or the work environment generally, employees should take the initiative and consult with Human Resources to address the situation.

We protect the privacy of personal information and comply with data privacy laws

- Only people with a “need to know” because of their job or function may access or share personal data.
- We understand data privacy requirements and use personal data contained on The John Howard Society of North Island systems, intranet, e-mail and other applications only for legitimate business purposes.

We foster an inclusive environment that values individual uniqueness

- We do not judge people by their differences. We achieve superior business and personal results by embracing the diversity of each other’s talents, abilities and experiences. We value each person’s skills and contributions. Seeking out different points of view – and being receptive to them – benefits The John Howard Society of North Island because unique solutions and approaches to decision making can improve the quality of our decisions and increase our power to innovate.
- The John Howard Society of North Island strives to attract and retain the best people, and provide an environment in which they can develop professionally and build rewarding careers.

We treat each other with respect and do not tolerate harassment or intimidation

- Each of us realizes the full value of our contributions only when we treat each other with the respect, trust and dignity that we ourselves expect. Each of us has a role to play in The John Howard Society of North Island’s business and brings different skills and experiences.
- The John Howard Society of North Island does not condone or permit any harassment or abusive behaviour, comments, physical touching or other inappropriate conduct. Harassment in any form based on sex, race, age, color, national origin, disability, religion or sexual orientation is not only offensive, but may expose The John Howard Society of North Island and its employees to legal liability. It undermines the integrity of our professional environment where our employees can grow and succeed.
- The John Howard Society of North Island recognized the right of employees to work in a workplace free from harassment. We also recognize the right of anyone to report any inappropriate behaviour without fear of retaliation.

We maintain a safe and non-threatening workplace

- The John Howard Society of North Island does not tolerate violent conduct or threats of violence among employees, clients or others. Anyone who engages in such conduct in or outside the workplace or brings threatening materials or objects into any workplace will be subject to disciplinary action, which may include termination.

We communicate accurate, timely and relevant information to our stakeholders

- The John Howard Society of North Island prepares and makes available annually to the public, information about the organization’s mission, program activities and basic audited financial data.

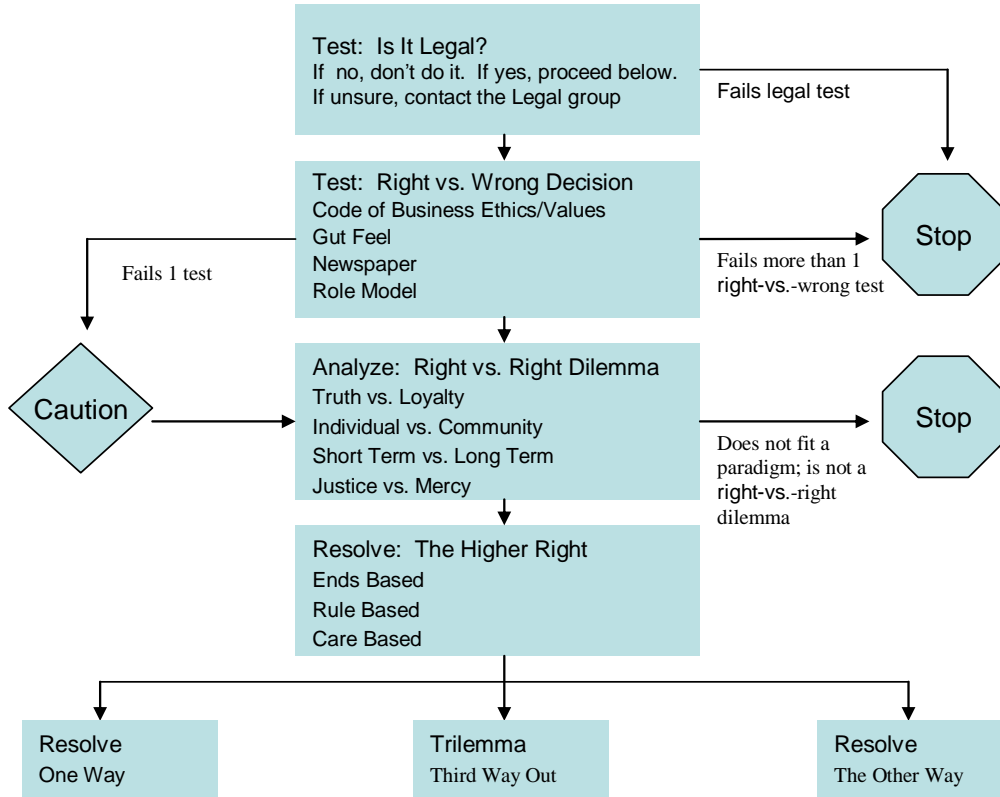
We prepare and provide accurate and complete financial and other reports and records

- The John Howard Society of North Island's books, records and accounts will reflect accurately and fairly, in detail, all transactions and acquisitions and dispositions of assets in accordance with the highest standards of integrity and generally accepted accounting principles.
- The John Howard Society of North Island operates in accordance with annual budgets that are approved by the Board of Directors.

We avoid conflicts of interest

- The John Howard Society of North Island staff and volunteers should avoid situations that may tempt them to act in a way contrary to the best interests of the company. We should never use our position, contacts or knowledge of The John Howard Society of North Island for personal gain. Because it is not possible to identify all situations that could create a conflict of interest or the appearance of one, The John Howard of North Island relies primarily on the good judgment and integrity of its employees. When there is any question, however, always disclose the situation and consult with others.

Ethical Fitness® Decision-making Model from the Institute for Global Ethics (Adapted for The John Howard Society of North Island)



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