

# Sustainable Buildings Canada

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## Sustainable Buildings Canada - Human Resources Policy

“Representatives” shall mean Members of the Board, staff, volunteers, contractors or any other service providers acting on behalf of SBC. Any and all SBC Representatives shall review and acknowledge this Policy as a pre-requisite to representing or providing any services to SBC.

### Code of Conduct

#### Respectful Workplace

(Representatives) acting on behalf of Sustainable Buildings Canada shall conduct themselves in a manner that contributes to a respectful, positive and safe workplace environment for all, free from harassment and discrimination, wherever the work of the organization is conducted. The organization maintains a no-tolerance standard in this regard. SBC is committed to investigating reported incidents of harassment in a prompt, objective, and sensitive manner, and will actively seek resolution, including retaining professional third party expertise where required. Sustainable Buildings Canada is dedicated to operating in accordance with the Ontario Human Rights Code, and as such, will not tolerate discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability.

#### Accessibility

Sustainable Buildings Canada is committed to accessibility and accommodation for persons with disabilities. SBC will accommodate all necessary arrangements for those with accessibility needs in a manner that respects the dignity, independence, integration and equal opportunity of persons with disabilities.

#### Ethics Code

Members of the Board, staff, volunteers, partners, and all other Representatives acting on behalf of Sustainable Buildings Canada shall maintain high standards of personal, professional and ethical conduct and comply with all laws, regulations and codes in their representation of the organization and work undertaken. Activities shall be transparent and relationships open, and any conflict of interest, real or perceived, related to the organization’s activities shall be promptly announced. The Board will determine an appropriate course of action in such circumstance.

### **Dress Code**

SBC maintains a business casual dress code for its day-to-day activities. SBC Representatives shall maintain a professional presentation and shall be mindful of expectations when meeting with clients, attending events, or otherwise representing the organization in the industry.

### **Confidentiality**

SBC Representatives shall execute a Confidentiality Agreement for any and all engagements. All information provided by SBC to the representative, not in the public domain, shall be deemed confidential. Any breach of confidentiality may result in the termination of any agreement or contract with the Representative and SBC may pursue damages resulting from such a breach.

### **Email Policy**

Representatives shall consider all email correspondence confidential to SBC and the recipient. Email correspondence shall be at all times professional and respectful. Email shall not be used to argue, criticize, embarrass, or engender criticism of a personal nature. Representatives shall not forward any material or attachments provided to them by a third party without prior written consent from the issuing party.