

## 9. Professional Boundaries

To ensure that all relationships with the people we serve are to their benefit, and to ensure that personal interests do not influence or direct judgment and decisions when supporting individuals. To ensure that all actions adhere to BACI's Conflict of Interest Policy.

## 10. Human Resources

To comply with all provincial and federal laws requiring fair, non-discriminatory Human Resource practices. Never to discriminate against an applicant or other staff member on the basis of race, colour, ancestry, place or origin, political belief, religion, marital status, family status, disability, gender, sexual orientation or age.

## 11. Professional & Personal Development

To seek and maintain training and credentials to provide the best possible care for the individuals we support. To participate in on-going self-evaluation, consultation, continuing education, and self-care activities.

## 12. Marketing

To be honest and responsible when communicating about, or marketing, BACI and its services. To respect all stakeholder confidentiality and avoid marketing strategies that portray any stakeholders in a disadvantaged or negative way. To comply with and follow the expectations of BACI's Social Media and Media Relations policies when developing and rolling out marketing strategies for BACI and our stakeholders.

## 13. Contractual Relationships

To deal honestly, fairly and respectfully with contractors, complying with all applicable laws and relationships regarding contractual management and development. To comply with BACI's Contract Policy and Procedures.

## 14. Legal Documents

Individuals and families will be referred to the appropriate legal services and/or be encouraged to have unpaid support team members act as witnesses whenever signing legal documents. However, if

needed, Executive Directors or Senior Managers can witness legal documents.

## 15. Personal Fundraising

To not use a relationship, or influence, with BACI's stakeholders to ask for donations or sell products for personal fundraising purposes. To be aware that including stakeholders in personal fundraising activities can create a perceived conflict of interest. To understand that stakeholders must be free to make their own financial decisions, and not be pressured to participate in any way.

## Building Caring Communities

The Burnaby Association for Community Inclusion (BACI) is a grassroots, non-profit organization that has spent over 50 years providing innovative services for children, youth and adults with disabilities and their families.

We currently serve over 1,000 individuals and their families in Metro Vancouver by providing various training, development, social and recreational opportunities. Through our various EmployAbility programs and social enterprise initiatives, we support the economic inclusion of people with disabilities. With our four integrated child care centres, we support over 120 children of all abilities and their families.

BACI continues to seek out opportunities to increase social awareness, and with integrity and conviction, effect change in the way individuals of all abilities are included in our society.

If you have any questions or comments about our Code of Ethics, please contact Tanya Sather at 604.299.7851 or [tanya.sather@gobaci.com](mailto:tanya.sather@gobaci.com).

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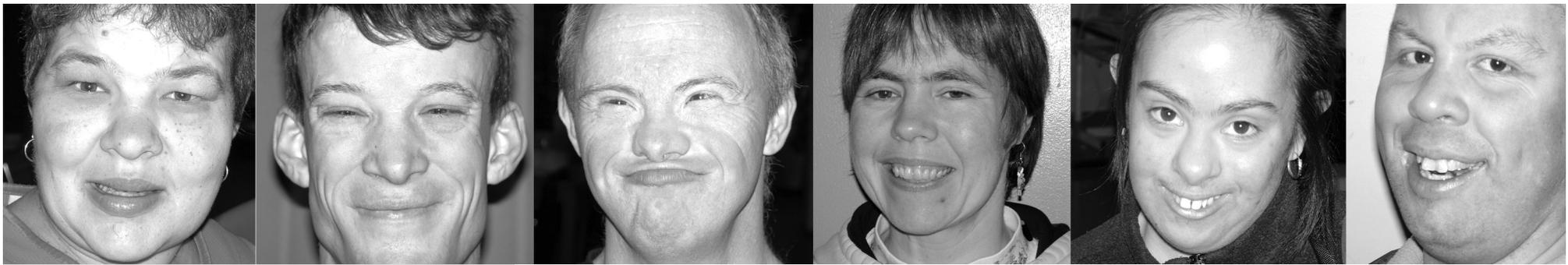


# Code of Ethics

"The heart of our values and principles"



Burnaby Association  
for Community Inclusion



## BACI Code of Ethics

Our Code of Ethics reflects our values, the principles governing our behaviour, the standards expected of us, and our commitment to choosing the best course of action.

This Code extends to all individuals who owe a responsibility to the organization, including employees, board members, and volunteers.

BACI's Code of Ethics was created with input from the people we serve, families, board members, and employees. To ensure that this Code reflects the current values and standards of the Association, it will be reviewed every three years by a committee organized by the Board of Directors.

## Guiding Principles

The interactions of the board members, employees or volunteers with the children, adults, and families they serve are guided by the following set of principles:

- To recognize the inherent rights and value of every person.
- To recognize that family and friends are of utmost importance in the lives of the people we support.
- To encourage and support the people we support to make decisions that affect their lives.
- To recognize that all people have a right to take part in, and belong to, their community and to support them to participate in their community.
- To agree that all people should lead self-determined lives.

## Ethical Standards

All actions conducted by BACI's board, staff and volunteers are governed by the following ethical standards:

### 1. Duty Under the Law

To know and to comply with the laws. To comply with the intent of the law as well as the letter.

### 2. Community Citizenship

To be involved in charitable, educational, cultural and political affairs. To remain attuned to the needs of our society and contribute to its cultural and educational institutions, and to support our democratic system of government.

### 3. Business and Financial Practices

To employ only ethical means to achieve BACI's goals. To act with openness, honesty, integrity and fairness in all dealings with members, funders, partners, other societies and businesses, and members of the general public. To be truthful and accurate in all public statements and promotions concerning the services, programs or any other aspect of the Association. To not disparage or demean other professionals, agencies or organizations or the quality of service that they provide.

### 4. Gifts or Personal Gain

To not accept a personal gift or benefit from a relationship with an individual, business, or organization directly or indirectly related to BACI. Never to imply that gifts, gratuities or personal/financial gain are a condition of obtaining services or service delivery. It is only acceptable to receive gifts when they

are given as an expression of appreciation and there is no sense of obligation, the gift is modest in value, and it will have no impact (i.e. influence any decisions or expectations).

### 5. Disclosure of Information

To fully and accurately disclose information required by the letter and the spirit of the law. To provide news media, people we serve, members, employees or business organizations with thorough and accurate answers when they make reasonable requests for information.

### 6. Protection of Personal Information

To protect information whose disclosure could harm BACI's practices or the interests of individuals, families, employees or members by improper or inadvertent disclosure (see BACI's Privacy Brochure for details).

### 7. Conflict of Interest

To ensure that personal gain to another person or organization is never put ahead of the interests of BACI or the people we serve. To strive to avoid conflicts of interest, but where they occur, to disclose a potential conflict to a person in authority so that it may be remedied.

### 8. Professional Care & Support

To maintain caring and professional relationships towards the people BACI serves, honouring individuals' moral and legal rights and caring for their well-being.