

**VISION, VALUES/GUIDING PRINCIPLES
AND CODE OF CONDUCT**

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YORK CONDOMINIUM CORPORATION (YCC) 323

VISION

The vision of YCC 323 is to provide a safe, well maintained and harmonious community environment which fosters a good quality of life for all residents and employees of the Corporation while maintaining and ideally enhancing the value of each owner's investment.

VALUES/GUIDING PRINCIPLES

- ◆ **Respect** - to act in a respectful manner towards residents, employees, visitors and contractors in terms of each other and Corporation property.
- ◆ **Quality** - to ensure that the quality of all aspects of the living environment is a consideration in decision-making pertaining to the operations of the complex.
- ◆ **Financial Prudence** - to exercise sound financial judgment and a cost effective approach in all expenditures.
- ◆ **Efficiency** - to practice effective time management and ensure efficient and effective processes in all decision making and in all operations.

CODE OF CONDUCT - YCC 323

YCC 323 is committed to a quality living and working environment which depends in part on high ethical standards in all dealings. The Code of Conduct provides these standards and sets high expectations for all stakeholders of the Corporation. Good judgment is critical in achieving these objectives.

This Code of Conduct is for owners, tenants, employees and contractors of YCC 323. The Code provides standards for ethical behavior when dealing with other people and strives to ensure that employees and contractors operate within the law. All activities pertaining to the operations of YCC 323 must be able to withstand close scrutiny. Appropriate action may be taken up to and including termination of the relationship in the case of any employee or service provider who breaches this Code. Where laws are violated, prosecution may result.

It is important that everyone uses good judgment. While a code of conduct can provide general rules, it cannot cover every situation. Ethics may come down to a personal decision. The following questions may be helpful in making the appropriate decision:

- * Is this legal?
- * Is it fair?
- * Would I want other people to know I did it?
- * How would I feel about myself if I were to do it?
- * What would I tell my child or a close friend to do in a similar situation?

- ◆ **Obeying the Law:** YCC 323 is committed to operating within the law and applicable government regulations. All stakeholders and contractors should be aware of and must comply with the relevant articles of such Acts as the Condominium Act, Employment Standards provisions and Occupational Health and Safety regulations that govern our operations. These are examples only and are not intended to be a comprehensive listing of all applicable laws.
- ◆ **Valuing Respect & Diversity:** It is important that all stakeholders treat each other with respect and trust in order to foster a positive and productive living and working community. This will help create and maintain a healthy, secure environment that values everyone's rights and contributions. Furthermore, valuing diversity and treating all individuals with dignity is an expectation and is demonstrated in the hiring and promotion of individuals on the basis of ability and the providing of rewards based on performance. Communication needs to be open and honest. YCC 323 has zero tolerance of any discrimination, and takes its legal and moral obligation to address any issues of harassment very seriously. A policy on "An Harassment Free Environment for YCC 323" sets out the policies and procedures to be followed.
- ◆ **Protecting Corporation Assets:** Handling of Corporation funds must be conducted in a trustworthy manner to prevent carelessness, fraud, dishonesty, or theft. Unfair business activities such as rebating, bribery and kickbacks are not endorsed. Furthermore, the acceptance of any commissions is not permitted for any YCC 323 staff. Everyone shares a responsibility to protect the Corporation's assets so property of the Corporation should not be removed or borrowed without permission. It is the Board of Directors and Property

Manager's responsibility to ensure there are proper internal controls to deter and detect fraud and any other dishonest activities, but everyone must help. Any suspicious activity should be reported immediately to the President of the Board of Directors or the Property Manager.

- ◆ **Ensuring Safety:** A safe and healthy environment is important for everyone. Moreover, all stakeholders have a responsibility to help ensure safety by reporting accidents, potential hazards and other concerns immediately to the Superintendent or Management Office.
- ◆ **Respecting Privacy:** At times stakeholders become privy to personal information about the Corporation's owners, tenants and employees. This personal information must be kept secure, in confidence and used only for the purposes for which it was collected. It may be disclosed only to those who have a legitimate right to the information or when the law requires disclosure. Confidential information about the Corporation itself must also be protected.
- ◆ **Avoiding Conflicts of Interest:** A conflict of interest arises if individuals are engaged in activities or make decisions that could cause them to act in a way that is not in the best interests of the Corporation. It is also a conflict if outside activities affect an individual's judgment to act in the best interests of the community. Conflicts of interest damage trust. To help prevent conflicts, all Board of Directors members and employees must complete a "Conflict of Interest Disclosure Statement". These individuals are responsible for updating the statement as circumstances change. If a potential conflict arises, it must be reported immediately. The President of the Board of Directors or the Property Manager is available to provide advice on these issues.
- ◆ **Regarding Gifts:** The following provisions apply to the giving or accepting of gifts, gratuities, favours or benefits:
 - ☒ No gifts should be accepted by members of the Board of Directors.
 - ☒ No gifts should be given to or received from contractors by owners, tenants, and/or employees.
 - ☒ Employees may only accept gifts from owners and tenants if they are of nominal value. Any gifts must not go beyond ethical and generally accepted business practice.
- ◆ **Working for Others:** Employees who work in any other employment or who carry out personal work directly for residents of YCC 323 should ensure that this work is performed after hours and does not interfere with accountabilities to the Condominium Corporation. Any work conducted for residents is a private agreement totally separate from the employment contract with the Corporation.

Any questions about this Code should be directed to the President of the Board of Directors or the Property Manager.

**CONFLICT OF INTEREST DISCLOSURE STATEMENT - INFORMATION -
FOR MEMBERS OF THE BOARD OF DIRECTORS AND EMPLOYEES OF YCC 323**

As stated in the Code of Conduct, individuals are in a conflict of interest if they engage in activities or make decisions that could cause them to act in a way that is contrary to the best interests of the owners and tenants of the Corporation.

- ◆ Outside activities and family or personal relationships must not interfere with the ability to act in the best interests of YCC 323 or to perform accountabilities in a satisfactory manner.
- ◆ There will be no hiring, reporting to or supervising of a spouse (including common law spouse and same sex partners), child, sibling, or parent, in either a direct or indirect reporting relationship, at YCC 323.
- ◆ Giving or receiving of any gifts must be in compliance with the provisions set out in the YCC 323 Code of Conduct.
- ◆ There must not be any agreement between the Corporation and suppliers or any organization in which the individual or a family member has an interest or which might result in personal gain for the individual or family member.
- ◆ There must not be any family or other personal relationship with a YCC 323 employee which could create the perception of a conflict of interest.
- ◆ Corporation resources, such as equipment and supplies, may not be used for personal purposes.
- ◆ Employees must conduct outside activities or interests on their own time, not during hours of work with YCC 323.
- ◆ Employees may not have a job, trade or business outside YCC 323 which could result in direct or indirect competition with the Corporation, its suppliers, or others who have a contract with the Corporation;

Where appropriate, the President of the Board of Directors or the Property Manager should be consulted about any real or possible conflicts of interest so that the issue can be addressed and resolved.

When a potential conflict is reported to the President of the Board of Directors or Property Manager, the disclosure statement is reviewed on a confidential basis. The objectives of the review are to:

- ◆ assess whether there is a real or perceived conflict of interest, and
- ◆ take appropriate measures to address any conflict.

Any understandings or agreements reached will be put in writing in an acknowledgement letter to the individual, together with a copy of the disclosure form and then filed. It is the individual's responsibility to keep the information up-to-date by completing a new disclosure form whenever there is a relevant change in circumstances. Forms can be obtained from the Management Office.

Please complete and sign "Conflict of Interest Disclosure Form".

CONFLICT OF INTEREST DISCLOSURE FORM

Please read the information on other side of this form before completing and signing the form.

I acknowledge that throughout the course of my term on the Board of Directors or employment with YCC 323, I agree to comply with the Code of Conduct and related Corporation policies. I have read and agree to follow the requirements for reporting potential conflicts of interest. I also agree to update the information if any relevant changes occur.

Put an 'X' on the appropriate line below:

- I have no potential conflict of interest.
- I have a potential conflict of interest as described below.

(Provide details, including the name of any outside employer, organization or business, the position, a description of the family or personal relationship involved, etc.)

Name: _____ Position: _____

Signature: _____ Date: _____

Submit completed form to the President of the Board of Directors or the Property Manager of YCC 323.