



CLLAN CODE OF CONDUCT

This Code of Conduct sets out the basic standard of conduct expected of all members and staff of CLLAN.

Members and staff will act with fairness, honesty, integrity and openness; respecting the opinions of others and treating all with equality and dignity, supporting and learning from each other and accepting differences in personal style.

Members and staff shall respect, and seek when necessary, the professional opinions of colleagues in their area of competence, and acknowledge their contribution.

Equity and Inclusion

CLLAN affirms its commitment to building a network which is equitable and inclusive. This means that in all aspects of its operations and at all levels of the organization, CLLAN works to ensure that there is no discrimination on the basis of, but not limited to, ethnicity, language, race, age, ability, sex, sexual or gender identity, sexual orientation, family status, income, immigrant or refugee status, nationality, place of birth, generational status, political or religious affiliation.

Security of Information

Members and staff will respect and maintain the confidentiality of information gained as a member of CLLAN, as it relates to the network itself and to individual members. Any information regarding members and/or a service shall not be conveyed to another person or organization, without appropriate authorisation.

Personal information will be retained only for as long as necessary or as required by law. Every effort will be made to protect the physical security of any confidential information.

Once Steering Committee (SC) members have left the SC, confidential information obtained during their term shall not be used to advantage their own prospects or disadvantage CLLAN.

Funding

CLLAN is accountable to its donors and sponsors for the use of their sponsorship. Members and staff should ensure that any donation, sponsorship or sponsored item is used solely for the purpose for which it is provided. Consent from the donor/sponsor should be obtained if it is to be used for a purpose that deviates from the stated purpose for which it is obtained. Members and staff should also ensure adequate transparency on the use of donations/sponsorship and ensure that CLLAN can account for how they were used.

The financial statements will be presented annually to the Members.



Implementation

Strict observance of the Code is fundamental to the activity and reputation of CLLAN. It is essential that all volunteers, all employees (permanent full-time, hourly, fixed term contract, permanent part-time), and any other third party service provider in face-to-face contact with our clients adhere to this Code. They will certify this by signing a Declaration that they have read and will abide by this Code.

Code of conduct declaration

I, (Employee/Volunteer name – please print), have read, understand and agree to abide by the Code of Conduct of the CLL Advocates Network and I understand that such adherence is a condition of my employment or volunteer work. I understand that a violation of the Code of Conduct may be grounds for termination as a volunteer or in the case of an employee immediate dismissal for just cause without notice or pay in lieu of notice. In cases of suspected corruption or other criminal offences, a report will be made to the appropriate authorities.

Signed this _____ day of _____, 20____.

(Volunteer/Employee – Signature)

Date of Last Review: