

fmi*igf Partner Code of Conduct

For Board Members, Volunteers, Vendors, Suppliers and Consultants

Our clients within the public sector entrust the Financial Management Institute (fmi*igf) to be the authority to develop capability for today's and tomorrow's financial management community. Our mission to educate, inspire and empower is enabled by the organization's commitment to support and maintain a culture of integrity based on principles of trust, honesty, mutual respect, fairness and inclusion.

A small and highly skilled team of employees are at the core of our ability to deliver learning and development capability for our clients. To undertake appropriate governance and guidance of our internal team, fmi*igf has developed an Employee Handbook that provides clear structure of policies and practices including a Code of Business Conduct that employees commit to on an annual basis.

In addition to our internal team, fmi*igf supplements our capability with our external value chain of resources that span from the volunteer Boards of Directors, Volunteers, Consultants, Suppliers and Vendors (collectively referred to herein as Partners). Our Partners are critical to our business, from providing insight to future needs, to delivery and evolution of services and offerings.

To ensure the highest level of alignment between our internal team and our Partners that we rely on in our go-to-market strategy, fmi*igf has created this Partner Code of Conduct (referred to as the "Code"). Intended to complement the internally focused Employee Code of Conduct, as well as the Board of Director Responsibilities Agreement, this Code explains the fundamental values and business practices that the Community we serve can expect from Partners, including:

- **Core Values Alignment** - upholding fmi*igf's core values in every aspect of how we work;
- **Respectful Business Environments** - all partners understand the importance of fostering diverse, inclusive and safe environments by treating everyone associated with fmi*igf in a professional and respectful manner;
- **Conflict of Interest** - conducting ethical business practices that avoid conflicts of interest;
- **Privacy and Confidentiality** - safeguarding privacy and confidentiality;
- **Duty to Report** - making fmi*igf aware of any breach or possible breach of this Code.

Through consistent and rigorous application of such standards, we will provide clarity on how everyone can expect to be treated when involved in any way with fmi*igf. The end result will be exceptional and impactful outcomes for our clients, our employees and our Partners.

Scope

All Partners who work in any way with, or represent, fmi*igf are expected to conduct themselves and govern their dealings with fmi*igf in accordance with the letter and spirit of this Code. Although the Code lays out the fundamental principles of ethical and legal conduct, it cannot anticipate every ethical dilemma or situation one may encounter.

- It reinforces fmi*igf's commitment to the integrity of its business dealings;
- It describes fmi*igf's standards of ethical conduct and expectations related to respect in our business environment, confidential information and avoiding conflict of interest; and,

- It establishes mechanisms to provide for disclosure of issues and to ensure that fmi*igf addresses issues of wrongdoing appropriately and expeditiously.

Definitions:

- “Financial Management Institute: is identified as “fmi*igf”
- Partner: Individuals or organizations engaged with providing services, supporting or representing fmi*igf in providing services or conducting business and who are subject to the Code.
- Business Environment: Given the nature of fmi*igf’s business, the business environment is not limited to fmi*igf national office, nor is it limited to our standard business hours. It encompasses any activities or events that happen on behalf of fmi*igf.
- Family Member: any parent, spouse (being a person to whom a person is married or with whom the person is living in a conjugal relationship outside of marriage), child, spouse of a child, grandchild or sibling.
- Related Party: means, with respect to a Partner covered by this Policy, the Partner’s Family Members, and any corporation, partnership, trust, or other entity controlled, directly or indirectly, by the Partner or any of the Partner’s Family Members.
- “Board” means any board of directors of the Financial Management Institute.
- “Code” means the Partner Code of Conduct.
- “Complainant” means the person making the Complaint
- “Complaint” means a formal and complete complaint delivered to the fmi*igf

Partner Roles and Responsibilities

- Partners are responsible to familiarize themselves with and follow the Code in their daily business activities when related to fmi*igf.
- This Code applies to the business environment, which means any place where a partner conducts themselves on behalf of fmi*igf.
- Partners have the responsibility to report violation of any applicable law, regulation or the Code to the Board’s Director of its Governance Committee at President@fmi.ca, and when done in good faith, the fmi*igf will ensure no retaliatory action.
- The Director of the Board’s Governance Committee ensures that the Code is brought to the attention of all Partners and that procedures and practices are followed.
- The CEO assesses application and implementation of the code annually.
- The Board shall have the authority to address any matter not specifically addressed in this document including but not limited to: determination of the rules and procedures to be followed in investigations; reporting frequency and directions to the Investigator.
- The Board shall have authority to remediate any conduct which may be detrimental to fmi*igf as determined by the Board in its sole discretion, except where a legal authority holds jurisdiction over the infraction.

Core Values Alignment

fmi*igf's core values are foundational to how we work. fmi*igf is:

- Member Focused
- Collaborative
- Professional
- Relevant

These values are embedded within the Partner Code of Conduct and support the Organization's goal to inspire confidence, respect and trust from our clients and the community we serve, by:

- a) Treating other fmi*igf partners and members fairly and respectfully and with professional courtesy,
- b) encouraging open discussion and resolution of all ethical and conduct concerns without the fear of retaliation
- c) taking responsibility for their own conduct and its impact on others,
- d) attempting to resolve personal differences in the business environment in a respectful manner,
- a) making fmi*igf aware of any violations to respectful business environments,
- b) participating in the investigation process as required,
- c) respecting the confidentiality of anyone involved in the complaint or investigation.
- d) participating in appropriate initiatives to improve respect and conflict resolution including coaching, training, and/or expert intervention.

Respectful Business Environments

fmi*igf recognizes and values the diversity that each individual brings and are committed to creating an environment that is inclusive in encouraging and optimizing diverse perspectives to enrich and strengthen our business and offerings. The Partners of fmi*igf shall act in a manner that is free of discrimination and harassment or any behavior that would put another at risk, including but not limited to:

- **Discriminatory Harassment**
- **Sexual Harassment**
- **Personal harassment**
- **Poisoned Environment**
- **Health and Safety**

It is the right of fmi*igf clients, and every individual working with, for, on behalf of the organization to be treated with fairness, respect and courtesy in a safe, non-discriminatory and harassment-free manner and behaviours that violate those rights will not be tolerated.

Conflict of Interest

A conflict of interest arises where individuals have an actual or perceived interest (financial or personal gain) that results in, or may be reasonably perceived to result in:

- An interference with the objectivity with which they are expected to exercise their responsibilities and duties to and on behalf of fmi*igf; and/or
- An advantage or material gain to the Individual and/or to Related Parties, by virtue of their role in fmi*igf.

All fmi*igf Partners are expected to demonstrate the highest ethical standards and to behave in good faith and must avoid situations in which their activities and/or interests are—or could be perceived to be—in conflict with those of fmi*igf. Some ways in which this may be averted:

- Do not use one's position to influence or bypass organizational procedures for personal gain nor for the benefit of anyone else.
- Do not offer preferential treatment to any person or organization based on the identity of the person or organization representing them; adhere to a strict vendor neutral policy.
- Avoid using information that is not available to the public to further one's own interests or the private interests of related parties, family or friends, or to improperly further another person's private interests;
- Do not offer or accept any gift, favour, hospitality or other advantage that might reasonably be seen to influence your engagement with fmi*igf;
- Do not abuse the name or brand of fmi*igf, nor use the name or brand of fmi*igf unless approved by fmi*igf in advance.
- Do not disparage fmi*igf, its services, another Partner or team.
- Do not contribute to or support any political group or political activity on behalf of fmi*igf, unless specifically authorized by the Board.
- Secure pre-approval from either the CEO, the President, or the Board of Directors for all expenses.

Where a conflict of interest may arise or has arisen, the Partner shall fully disclose the conflict of interest to the Director of Governance as quickly as reasonable to do so.

Privacy and Confidential information

The Financial Management Institute of Canada (fmi*igf) respects and protects the privacy of Employees, Clients and Partners. We recognize that collecting, using, and disclosing personal information in a responsible, and ethical manner is fundamental to fmi*igf operations. We are committed to collecting, using and disclosing personal information responsibly and only to the extent necessary to provide products and services.

Similarly, fmi*igf Partners shall respect and protect the privacy of others and the confidentiality of information acquired in the course of their duties as outlined in fmi*igf's [Privacy Policy](#) which has the following principles at its core:

- **Accountability** for the personal information within fmi*igf possession, with the CEO appointed as custodian of all privacy matters and legal compliance with privacy laws.
- **Consent** will be obtained directly from the individual to which the information belongs to ensure that we have individual approval for use of information, in essence giving the individual control of their information.
- Fmi*igf will be **transparent** in purpose of collecting information, with disclosure of information occurring only as required to do business and comply with the law.
- **Security best practice** is embedded in collection, storage and disposal of confidential information that you entrust to fmi*igf.
- The importance of **Legally- informed** decisions with fmi*igf complying with privacy legislation.

Duty to Report

It is critical that our partners hold themselves accountable to the Code, and support others in being accountable through identification and reporting of misconduct relative to the Code.

The reporting, investigation and resolution process is built on principles of consistency and transparency to:

- provide a vehicle to raise justifiable concerns of behaviours that contravenes any applicable law, regulation or the Code.
- allow fmi*igf the ability to determine the facts through an investigation.
- provide all parties to the alleged misconduct the opportunity to participate in the investigation and to come to a mutually satisfactory outcome.
- determine appropriate outcomes in resolving cases of misconduct.

When a Partner is aware of any situation which may contravene any applicable law, regulation or an aspect of this Code, they have a duty to report that situation in writing as quickly as is reasonable to do so to the Director of Governance at President@fmi.ca.

In situations where a Partner is unsure of whether there has been contravention of the Code in a particular situation, Partners should engage with the Director of Governance for guidance.

All complaints made in good faith will be treated seriously, sensitively and (to the greatest extent possible in each respective situation) confidentially. fmi*igf recognizes that individuals may find it difficult to come forward with a complaint because of concerns of confidentiality. Therefore, all complaints concerning harassment or discrimination, shall be treated as confidential with the understanding that fmi*igf's obligation to review and conduct an investigation into the alleged complaint may require limited disclosure.

Given the significant importance fmi*igf places on maintaining the highest standards of ethical practices, it reserves the right to terminate its' relationship with any Partner where their conduct is unbecoming of this Code. Where a matter is determined to fall within a legal jurisdiction, it will be referred to the appropriate authorities for action.

Please refer to the Reporting, Investigation and Resolution Process and the Investigation Request Form for further detail.

In conclusion, Partners of fmi*igf are accountable to act in full compliance with this Code, as well as, all applicable Federal, Provincial and Municipal laws, such as those pertaining to operation of a not-for-profit entity, employment, privacy and any other relevant laws/regulations. In so doing, we all collaborate to uphold the fmi*igf culture of integrity, based on principles of trust, honesty, mutual respect, fairness and inclusion in the pursuit of fmi*igf's mandate.