

## Ethics Compliance Procedures and Policies

The following document outlines the Ethics Compliance Procedures and Policies belonging to Peace of Mind Association (PoMA). This policy is effective 4 July 2023.

### 1. Purpose of Policy

PoMA is dedicated to upholding the highest standards of ethics and integrity in all aspects of our work. This includes promoting ethical conduct, preventing conflicts of interest, and ensuring transparency and accountability. The following Ethics Compliance Procedures and Policies outline our organization's commitment to ethical practices and provide guidelines for staff, volunteers, partners, and stakeholders to follow.

### 2. Code of Ethics

PoMA has developed a comprehensive Code of Ethics found within our Handbook, that outlines the principles and standards of behaviour expected from all individuals associated with our organization. The Code of Ethics covers areas such as honesty, integrity, respect, confidentiality, and conflicts of interest.

All staff, volunteers, partners, and stakeholders are required to read, understand, and abide by the Code of Ethics. Violations of the Code of Ethics may result in disciplinary actions, including termination of engagement or legal consequences, as appropriate.

### 3. Conflicts of Interest Policy

PoMA recognizes that conflicts of interest can compromise the integrity and effectiveness of our work. We are committed to identifying and managing conflicts of interest in a transparent and fair manner. Rules and regulations on conflicts of interest can be found within each staff member's contract. In summary:

- a) All individuals associated with PoMA must disclose any actual or potential conflicts of interest that may affect their ability to carry out their duties objectively and impartially.
- b) Conflicts of interest will be assessed on a case-by-case basis by designated personnel within the organization.
- c) Measures will be implemented to manage conflicts of interest, such as recusal, disclosure, or assignment reassignment.
- d) Transparent reporting mechanisms will be established to ensure the disclosure and management of conflicts of interest.



#### 4. Whistleblowing Policy

PoMA encourages staff, volunteers, partners, and stakeholders to report any unethical or illegal activities, violations of policies, or other concerns that could harm the organization or its beneficiaries. We are committed to protecting whistleblowers from retaliation and ensuring confidentiality throughout the reporting process. All reports of whistleblowing can be made to the Executive Director. PoMA hereby commits to the following:

- a) Reports of wrongdoing or concerns can be made anonymously if desired, and every effort will be made to protect the confidentiality of the whistleblower.
- b) Reports will be promptly and impartially investigated, and appropriate action will be taken to address the reported concerns.
- c) No whistleblower will be subject to retaliation or adverse consequences for making a report in good faith.

#### 5. Transparency and Accountability

PoMA is committed to promoting transparency and accountability in our operations, decision-making processes, and financial management. PoMA commits to:

- a) Maintaining accurate and complete records of our activities, including financial records, and ensuring they are available for scrutiny by authorized personnel, auditors, and regulatory bodies.
- b) Responsibly managing financial resources and in accordance with applicable laws, regulations, and accounting standards.
- c) Openly and transparently communicating with stakeholders, providing accurate and timely information about our activities, impact, and use of resources.
- d) Conducting regular audits to assess compliance with ethical standards, policies, and procedures.

#### 6. Review and Implementation

These Ethics Compliance Procedures and Policies will be reviewed periodically to ensure their continued relevance and effectiveness. Any necessary revisions will be communicated to staff, volunteers, partners, and stakeholders, and implemented promptly.

Signed:

[Role]

[Date]