

# The Teapot 50+ Centre

## Code of Ethics

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### Preamble

We are a non-profit community centre. The Teapot's main objective is to keep seniors independent and active with a view to improving their quality of life. Our centre provides an environment where its members can thrive, explore their own interests, and is in fact a meeting place for people of various linguistic, ethnic, cultural and social backgrounds.

### Ethical Principles and Standards

#### 1. Accountability

Staff, volunteers, board of directors, and members are accountable to each other and must conduct themselves accordingly.

- 1.1. Staff, volunteers, board of directors, and members must maintain a positive, polite, congenial, and cooperative relationship with each other in order to keep the work atmosphere conducive to high productivity.

#### 2. Clarity

The Teapot has a legal responsibility to provide clear, concise information in all its programs and services.

- 2.1. The Teapot must accurately represent itself in the newsletter and provide competent answers to all enquiries relating to the membership.

#### 3. Confidentiality

The Teapot has a basic responsibility to respect members rights to privacy. Disclosure of the least amount of confidential information is mandatory. The Teapot must inform members, to the extent possible, about the disclosure of confidential information.

#### 4. Limitations

- 4.1. Staff - Must respect their own limitations and those of the volunteers and members.
- 4.2. Volunteers - Must respect their own limitations and those of staff and members.
- 4.3. Board of Directors - Must respect their own limitations and those of staff, volunteers, and members.
- 4.4. Members - Must respect their own limitations and those of staff and volunteers.

#### 5. Respect

Staff, volunteers, board of directors, and members must respect each other and conduct themselves accordingly.

- 5.1. We must maintain our personal integrity in all our mutual dealings.
- 5.2. We must strive for excellence in our daily endeavors and take pride in work well done.