

"It is better to leave the Dreamer alone to build rather than waking her with flashy promises that only serve to show how much work is left to be done before they dim."

The Canadian Flowers for Food Society is built on the selfless dedication and kindness of its volunteers. I would like to extend sincere heartened gratitude on behalf of those whose lives you have enriched.

Marrett Green
Founder, Canadian Flowers for Food Society

The Canadian Flowers for Food Society CODE OF ETHICS & STANDARDS OF CONDUCT

Foreword

The Canadian Flowers for Food Society (CFFFS) is a new Canadian charity making a positive financial impact in the lives of homeless people and other marginalized groups in Canada.

In the interest of protecting that which can be of value to these people (clients), the Society has the right to demand volunteers, staff, and clients conduct themselves in a manner which recognizes their responsibilities toward the CFFFS, its clients, community, partners, and standards of conduct.

The Society also demands volunteers, staff, and clients are of the highest caliber and that specific guidelines and protocols exist to protect CFFFS from those volunteers, staff, and clients who refuse to adhere to these responsibilities.

The following document was developed as by the Canadian Flowers for Food Society as a response to its rightful demand to the recognition and adherence of its code of ethics and standards of conduct.

Introduction

The following document is intended to establish a minimum acceptable level of conduct describing the professional behaviour the CANADIAN FLOWERS FOR FOOD SOCIETY expects of its members, volunteers, and clients as all CFFFS members agree to adhere to these standards when they join the society.

Most Situations subjected to the Code of Ethics and Standards of Conduct deal with matters subject to interpretation and often difficult to resolve with definitive judgment. These situations must be judged in contrast to the code of ethics and standards of conduct and in the context of the situation at a given time and place.

The enforcement procedures require all society members and interested parties to interpret situations requiring judgment, at the specific time of investigation or complaint, using the guidelines contained in this document.

Code of Ethics

The following statements are agreed to by all members and clients of THE CANADIAN FLOWERS FOR FOOD SOCIETY at the time of joining the society as a condition of membership, or using its services or support as a client.

1. I acknowledge that my position as a Canadian Flowers for Food Society member carries with it certain obligations to which I will endeavour to uphold and fulfill these obligations.
2. I will endeavor at all times to protect the Society's interest. I will strive to promote understanding of the society's vision and contributions to the community.
3. I will not represent myself as an authority on topics in which I lack history, understanding, or competence.
4. I will contribute my skills and competence to the society and its clients. And I will endeavor to maintain them with changing conditions as I demonstrate the highest personal standards of moral character and integrity.
5. I will treat my colleagues and all clients with respect at all times, especially in debates.
6. I will not create or contribute to the spreading of misleading or false information about our society or any of its partners or associates.

Code of Ethics (cont'd)

7. I will obey the laws of the applicable jurisdictions to which I represent the Canadian Flowers for Food Society, and not assist any person to act in any way contrary to these laws.
8. I will inform appropriate individuals if I become aware of illegal actions.
9. I will accept responsibility for my work and for meeting commitments.
10. I will hold in confidence all private information legitimately confidential in nature belonging to the Society.
11. I will avoid conflicts of interest and will give notice of potential conflicts with obligations elsewhere.

Enforcement Procedures

The Code of Ethics and Standards of Conduct must be supported with clear, orderly, and reasonable enforcement policies if the Society is to take action against members who violate the Standards of Conduct.

In order to ensure enforcement procedures are equitable to all parties the society endeavors to ensure actions are decided on in an arbitrary or malicious manner.

Filing a Complaint

The complaint must be: in writing, against a single individual, and specific in describing the action(s) and allegation(s).

All complaints must be sent in as a signed statement that the facts are true to the best knowledge of the complainant(s).

This complaint must be sent to the CEO & Founder of THE CANADIAN FLOWERS FOR FOOD SOCIETY.

The CEO & Founder or assigned delegate will review the complaint to determine if it meets the above criteria.

If the complaint does not meet necessary criteria, it may be returned to the complainant(s) requesting possible changes for re-submission.

If the situation in questions is destined for legal proceedings, no further action will be taken until those proceedings are concluded.

If the complaint is not rejected then, subject to legal advice, the accused member will be notified (by registered mail to last known address), provided with a copy of the complaint, and allowed 30 days to prepare a written rebuttal of the complaint if so desired.

The President of the Section the accused belongs to will be notified. The rebuttal should address the same points as the complaint, and must also include a statement that the facts contained in the rebuttal are true to the best knowledge of the accused.

The CEO & Founder or delegate will review the complaint and the rebuttal to determine if there is a legitimate case warranting a full hearing. If it is determined a full hearing is warranted the full information will be forwarded to an appointed three-member Case Committee with a determined date for final rebuttals from both all parties.

The Hearing Process

The Case Committee shall adhere to the following procedure:
The Case Committee will attempt to interview complainant(s), and the accused, plus any other relevant parties.

The number of people interviewed and the extent of the effort to secure interviews is a matter of judgment by the Case Committee.

The accused shall be provided with notes documenting the substance of the interviews.

The accused will be afforded the opportunity for a full hearing, with the complainant(s) present if desired by the accused.

The Case Committee should have the services of legal counsel available as required. The accused, and the complainant (s), may obtain counsel at their own expense, if either or both desire.

The Case Committee will rule in writing after a full and complete deliberation.

Additional procedures shall be established by the Case Committee as required in their judgment leading to a possible ruling, which could be:

1. a clearing of charges, or
2. a warning statement to the accused, or
3. suspension of national and local membership for a specified period of time, or
4. revocation of the current membership of the accused in the Society, and a statement of the accused eligibility for other grades of membership.

This ruling will be reviewed by the Executive Committee of the CANADIAN FLOWERS FOR FOOD SOCIETY and by legal counsel at the discretion of the Executive Committee.

When approved this opinion will be sent to the accused, who may consider exercising the Appeal Process.

The Appeal Process

If not satisfied with the ruling of the Hearing Committee, the accused may appeal to the Executive Committee of the CANADIAN FLOWERS FOR FOOD SOCIETY within 30 days of issuance of the Case Hearing Committee opinion. If appealed, the following procedure will be used:

The Executive Committee, at its next scheduled meeting, or at a special session, shall review the opinion, and any other information available, and shall determine if:

1. a substantive procedural error has been committed by the Case Committee, or
2. substantial new evidence has been produced.

The accused and the complainant are permitted legal counsel at the Executive Committee appeal session.

The Executive Committee shall determine if, in its sole Judgment, one of the two above noted criteria have been established, in which case the council shall refer the matter back to the previous or a new Case Committee for further proceedings.

The decision of the Executive Committee shall be final: there shall be no further appeal.

Publication and Record Retention

The record of the Case Committee and all appropriate supporting documentation will be retained by the society for five years.

Any other information may be released only with the written permission of the Executive Committee, the accused, and the accuser(s).

Any questions may be addressed to: flowersforfood@telus.net