

## CODE OF ETHICS

### I. INTRODUCTION

The Japanese Canadian Cultural Centre (“JCCC”) is committed to fulfilling its mission through conduct characterized by the highest standards of ethical practices. The JCCC’s Code of Ethics guides the work of the JCCC Board (“**Board Member(s)**”), staff, instructors, volunteers, interns and consultants (collectively, “**Manager(s)**”).

### II. VISION, MISSION AND VALUES

#### **VISION:**

To enrich lives globally through the celebration of Japanese culture and Japanese Canadian heritage.

This means:

- Becoming a compelling destination for guests, both in-person and virtually.
- Sharing traditional and contemporary Japanese experiences of all types (food, film, sports etc.)
- Educating all generations and communities about the Japanese Canadian experience and the lessons learned.

#### **MISSION:**

Promote understanding, inclusion, and friendship by sharing the Japanese Canadian experience and traditional and contemporary Japanese culture.

This means:

- Widening the lens on the Nikkei diaspora and connecting with it in new, meaningful and interesting ways.
- Pursuing broad community partnerships.
- Enabling all people and all generations to participate and learn.

#### **VALUES:**

The JCCC will, at all times:

- Be a welcoming place, to all members and guests in a safe, respectful and non-discriminatory environment that reflects its motto of “*Friendship Through Culture*”.
- Respect diversity of all people regardless of age, gender, sexual orientation, ethnic, political or religious background.
- Deliver top-tier cultural programs, events, resources and facilities which are valued by, and respond to the needs and wishes of the community.
- Respect the past in acting on the future of the JCCC.

### III. ORGANIZATIONAL CULTURE

Advancing the mission of the JCCC requires an organizational culture built upon the following principles:

#### A. **Integrity**

The reputation of the JCCC must be of the highest standard through the programs offered by the JCCC and by the ethical, honest and principled and honest manner, in which Board Members and Managers carry out all aspects of their work.

#### B. **Commitment to Inclusion**

Board Members and Managers must understand and support the mission of the JCCC. The JCCC is committed to embracing inclusion and understanding of different abilities, experiences, perspectives, and styles within the institution.

#### C. **Professionalism**

Board Members and Managers are committed to ensuring that the highest standards of professionalism are maintained at the JCCC. The JCCC is committed to the highest quality of research and scholarship in its heritage programming, including respect of the first-person perspective, top tier instruction, event presentation, community connections, partnerships, and access for the widest possible audience. The JCCC values teamwork, collaboration, and respect for the skills and experiences that each person contributes.

#### D. **Service to Constituencies**

Board Members and Managers recognize that the JCCC is supported by many core constituencies and endeavors to provide each with the highest level of service in accordance with its mission and values. The JCCC maintains and cultivates partnerships by actively seeking involvement of others in its work.

#### E. **Fiscal Accountability**

The JCCC is committed to making the most effective use of its resources, including by utilizing established financial policies and procedures while seeking a multitude of funding sources and revenue-generating opportunities that will enable the JCCC's financial goals to be achieved.

### IV. LEADERSHIP

Board Members must be committed to the mission and values of the JCCC and ensure that all Managers understand and support the JCCC's Code of Ethics, vision, mission, values and strategic goals. Board members will act in accordance with JCCC By-Laws and applicable policies. They shall work cooperatively on behalf of the JCCC, neither as individuals nor as advocates for particular activities or divisions within the JCCC or its community, unless specifically tasked by the board to do so, for the purpose of representing a diversity of perspectives within the community at the board level.

#### A. **JCCC Board**

The JCCC Board is the legal governing body of the JCCC. The JCCC Board is vested with the legal and fiduciary responsibility for the operation of the JCCC, providing leadership, vision, continuity of purpose and accountability to the public. It is responsible for establishing and

implementing the organization's vision, mission, values, and strategic plan, ensuring continued progress of the JCCC in achieving its mission, providing for the governance to support the management and operations of the JCCC and ensuring the JCCC's identity and connection with the community.

The JCCC Board selects the volunteer JCCC Board President/Chair, and is responsible for selecting, overseeing, evaluating and approving compensation for the Executive Director based on performance. As set out in the JCCC bylaws, the Executive Director has responsibility for the planning and management of the JCCC, with input, as required, by the JCCC Board President/Chair.

The relationship between the Executive Director and the JCCC Board President/Chair will reflect the priority of and commitment to institutional goals over all personal considerations.

The working relationships among all Board Members and Managers shall be based upon equity and mutual respect; their shared roles shall be recognized as collaborative and their separate responsibilities respected.

Board Members shall adhere to the Code of Ethics in their representation of the JCCC at all times and will additionally submit annually (or pursuant to an interval otherwise required according to best practices at the time) to a criminal record background check by the Toronto Police Service.

## **V. STAFF, INSTRUCTORS & VOLUNTEERS**

### **A. Staff**

Employment by the JCCC is a privilege. In all activities, staff shall act with integrity, in accordance with ethical principles and the highest standards of objectivity.

The JCCC maintains high public visibility and esteem. Thus, staff must consider how an activity may reflect upon the JCCC or be attributed to it. To the JCCC's constituency, the staff member is never wholly separate nor their activities independent from the JCCC despite any disclaimers that are offered. Staff members must be mindful and concerned; not only about their activities, their personal motivations and interests, but also with the way in which the outside observer may construe such activities.

**B. Instructors & Volunteers**

Instructors have been a critical component of the JCCC organization from its founding, helping the JCCC to present the highest quality, category-defining instruction in multiple areas. Volunteers are the lifeblood of the JCCC, supporting the organization in all areas. Instructors and volunteers have a responsibility to comply with the policies and procedures of the JCCC. Those with access to JCCC materials, programs and privileged information shall adhere to the same standards that apply to Board Members and staff members and may be asked by staff to sign confidentiality and non-conflict agreements to participate in certain activities. Instructors and volunteers will work toward the growth and development of the JCCC and not for personal gain other than the enrichment inherent in volunteer service and any honoraria as may be provided to them from time to time. In the case of instructors, that includes respecting that JCCC members that sign up for instruction at courses at the JCCC are JCCC students, that cannot be solicited to migrate to private instruction platforms or courses that may be set-up or separately run by JCCC instructors in competition with, or in lieu of, JCCC courses. This Code of Ethics shall apply to all JCCC instructors and volunteers.

**VI. ETHICAL GUIDELINES**

**A. Introduction**

JCCC Board Members and Managers must promote the best interests of the JCCC rather than individual financial gain. The reputation and image of the JCCC is significantly influenced by the personal conduct of its Board Members and Managers. The following are guidelines for Board Members and Managers.

**1. Conflict of Interest**

All Board Members and Managers:

- a) Must disclose any activity that might be interpreted as a conflict of interest as between the JCCC and the personal interests of the Board Member or Manager to the Executive Director of the JCCC. Any disclosure of a potential conflict of interest will be reported to and reviewed by the JCCC board, who will determine appropriate action.
- b) Must not use their position to secure special privileges or exemptions for themselves or others.
- c) Subject to paragraph VI (5) below, must not accept personal gratuities or gifts from visitors or from participants in any program offered by or at the JCCC. However, contributions to the JCCC should be encouraged.
- d) Shall not engage in any transactions as a representative of the JCCC with any business entity in which they have a substantial direct or indirect interest.

**2. Confidentiality**

Protection of confidential information is essential to the integrity of the JCCC. This requires that each Board Member and Manager abide by the JCCC's policies and procedures which regulate use, restrict circulation, and provide for the proper storage of Confidential Information (as defined) in order to prevent disclosure or release in any manner to unauthorized persons.

- a) **“Confidential Information”** includes, but is not limited to, materials such as volunteer lists, donor lists and files, mailing lists, financial data, program data, personnel information, compensation information and future event planning of the JCCC that has not yet been made public. This list is not meant to be exhaustive. Any questions regarding Confidential Information should be discussed with staff designated by the Executive Director.
- b) Access to or possession of any Confidential Information is strictly on a need-to-know basis. A violation of the need-to-know principle can be cause for personnel action; for termination of a staff member; or, for removal of a Board Member or Manager.
- c) Board Members and Managers must hold confidential and leave intact all lists, records and documents acquired in connection with JCCC activities. These documents may not be transferred or transmitted to others under any circumstances.

**3. Fundraising Practices**

Fundraising is a vital component of the financial well-being of the JCCC, and as such requires considerable public interaction. Board Members and Managers involved with raising of money or soliciting any other gifts-in-kind on behalf of the JCCC must do so with honesty and integrity as to the need for such contributions.

- a) Board Members and Managers must not receive gifts, compensation for fundraising on a commission basis or receive any portion of the funds raised for any reason whatsoever.

**4. Business Relationships**

The JCCC must avoid the appearance of unethical or compromising practices in relationships with suppliers, contractors and other businesses. Board Members and Managers are prohibited from soliciting or accepting, in their own interest, money, loans, credits, discounts, favors, entertainment, meals, lodging and trips from present or potential suppliers and businesses, which might influence negotiations and purchasing decisions. These rules will also apply to family or household members of personnel of the JCCC,

unless the recipients of the gifts have a relationship with the donor outside of the JCCC, and the acceptance of the gifts will not in any way create a conflict of interest.

**5. Personal Gifts**

Managers are permitted to accept an occasional gift of insignificant value (valued at under \$200) as long as the receipt of such gifts will not impair judgment or otherwise influence decision-making. Gifts of greater value may be accepted only upon the written approval of the Executive Director or their designee.

**6. Assistance**

The relationship of Board Members and Managers is mutually beneficial to the institution. Nonetheless, no Board Member shall make excessive requests for services or expertise from any Manager, unless such requests are approved for a specific purpose by the Executive Director (for instance, requests in connection with financial reporting by the Treasurer/Finance Chair of the JCCC Board).

**7. Political Activity**

As a not-for-profit, non-partisan institution, the JCCC does not take positions on political issues, endorse candidates for public office nor support fundraising for such campaigns. As such, Board Members and Managers are not authorized to do any of the above as a representative of the institution. Board Members and Managers who are involved in any way with the electoral or legislative process must make clear that they are acting in a personal or individual capacity only.

**8. Public Expression of Personal Opinions**

With the exception of the President/Board Chair and the Executive Director, Board Members and Managers are not authorized to represent the institution to social or news media without the specific permission of the Board President/Chair or Executive Director.

When expressing a public opinion, which may or may not relate to the JCCC, it should be clearly stated that the opinions expressed are independent or personal in nature and do not necessarily represent the position or policy of the JCCC. Due consideration must be given to the potential negative impact on the JCCC at all times.

Any public document or publication must not in any way negatively impact the work of the JCCC. Official public documents or publications must have prior review and approval by the Executive Director or designee. Discretion and the utmost attention to professional ethics should govern these activities.

Board Members and Managers should consult with the Executive Director if there is any question of propriety related to these issues. All parties should consider the perception of any action they undertake and how it may reflect on the JCCC.

**9. Outside Employment Activities**

The work of the JCCC requires the complete commitment of full-time employees. Accordingly, outside employment is discouraged for full-time staff members. Full-time employees must discuss the appropriateness of any outside employment with their supervisor and obtain approval in writing before accepting outside employment. Factors that will be considered in such requests are as follows:

- a) That it does not affect the employee's primary job performance;
- b) That the nature of the job or employer in no way presents a conflict of interest or questionable ethics;
- c) That the nature of the job or employer would in no way adversely affect the reputation of the JCCC.

**10. Intellectual Property**

- a) It is the policy of the JCCC to develop, protect and utilize intellectual property – ideas, inventions, works of authorship and other unique tangible and intangible resources – to fulfill its mission.
- b) The JCCC acquires intellectual property through the work-product (“Work”) of its staff; independent contractors and interns who are contracted to develop Work; collaboration with others; donations and other gifts; loaned items from other institutions and persons (to a limited degree); and licensing agreements with third parties. The JCCC will respect the intellectual property rights of third parties with whom it comes into contact.
- c) Financial remuneration for the sale or lease of materials that are written, designed or produced while the Manager is paid by the JCCC or providing services to or on behalf of the JCCC is the property of the JCCC. In addition, material relating to such Work including correspondence, research notes, reports, archival material, electronic files, photography and media (audio and visual) is the property of the JCCC.
- d) Ownership of copyright vests in the JCCC on all material prepared as part of the regular duties of the Manager or by special contract, unless exceptional arrangement is made in writing with the JCCC Board President/Chair and Executive Director or designee prior to publication or release.

- e) Ownership of copyright for work done on a Manager's own time remains the possession of the Manager. However, such work must satisfy the outside employment guidelines.
- f) Managers who produce work, both for the JCCC and independently, should acknowledge assistance provided by other colleagues, teachers and students whose work provided original ideas or identified primary sources relevant to the Manager's research.
- g) Volunteers may occasionally create work as part of their volunteer activities and assignments. The JCCC management shall determine the proposed ownership of intellectual property rights in such work prior to assigning a volunteer to such projects. Such determination shall be in a written form approved by the JCCC and signed by the volunteer.
- h) Managers shall ensure that their contributions to the JCCC work are original to them, are public domain materials, or are properly licensed from a third party for a specified use by the JCCC. Managers shall not incorporate into JCCC work the unlicensed authorship, inventions, or trade secrets of third parties. All questions in this regard should be addressed to the Executive Director or designee.

## VII. ANNUAL DISCLOSURE AND COMPLIANCE CONFIRMATIONS

- A. BOARD MEMBERS. Board Members are required to review and to provide annual written confirmation of their ongoing adherence to, and compliance with, this Code of Ethics, including the JCCC Anti-Harassment/Anti-Discrimination Policy (attached as Schedule "A"). Board Members will also complete and sign a Conflict of Interest Disclosure Statement (attached as Schedule "B"). Such written confirmation will be provided by Board Members upon joining the Board, and each September thereafter.
- B. EMPLOYEES. As a condition of employment, all employees are required to review and to provide annual written confirmation of their ongoing adherence to, and compliance with, this Code of Ethics, including the JCCC Anti-Harassment/Anti-Discrimination Policy (attached as Schedule "A"). Employees will also complete and sign a Conflict of Interest Disclosure Statement (attached as Schedule "B"). Such written confirmation will be provided by employees upon the commencement of employment, and each September thereafter.
- C. INSTRUCTORS. As a condition of service by instructors, instructors are required to review and to provide annual written confirmation of their ongoing adherence to and compliance with, this Code of Ethics, including the JCCC Anti-Harassment/Anti-Discrimination Policy (attached as Schedule "A"). Instructors will also sign a Conflict of Interest Disclosure Statement (attached as Schedule "B"). Such written confirmation will



be provided by instructors upon the commencement of their engagements, and each September thereafter.

- D. VOLUNTEERS. As a condition of volunteer service, volunteers are required to review and to provide annual written confirmation of their ongoing adherence to and compliance with, this Code of Ethics, including the JCCC Anti-Harassment/Anti-Discrimination Policy (attached as Schedule “A”), and, at the discretion of the Executive Director, a Conflict of Interest Disclosure Statement (attached as Schedule “B”). Such written confirmation will be provided by volunteers upon the commencement of their engagements, and each September thereafter.
- E. To ensure compliance with the JCCC’s Code of Ethics, any perceived violation must be reported to the staff member or volunteer’s immediate supervisor, or if the issue involves the executive director or a board member, the Board Chair/President. Should the supervisor or the Board Chair/President agree with the perception of violation, the matter shall be discussed with the staff member in an effort to resolve the situation. If the indicated violation cannot be resolved, the matter shall be referred to the Board Chair/President for appropriate action.
- F. Failure by any Board Member or Manager to meet the standards of the Code of Ethics may result in appropriate disciplinary action, including termination of employment. Failure by instructors, volunteers, including JCCC board members, to adhere to these standards may result in termination of JCCC affiliation.

#### VIII. NOTICE OF THIS CODE OF ETHICS

A copy of this Code of Ethics or notice of the existence thereof will be posted in a prominent place in the JCCC, and a copy of the code will be appended to all rental, lease and other contracts entered into by the JCCC in respect of the use of or work in the JCCC.