Pharmacists Manitoba
Code of Conduct

Policy
The following Code of Conduct is designed to preserve and protect the tradition of credibility, integrity and respect that Pharmacists Manitoba, hereafter referred to as “organization”, has long held within the community of pharmacy, and among the stakeholder groups that it interacts with. This Code of Conduct applies to all of Pharmacists Manitoba office staff, the Chief Executive Director, the Board of Directors, all members and volunteers of Pharmacists Manitoba Board Committees and to Liaisons unless it is in conflict with their home organization. It sets out principles that must be adhered to in any dealings of, or on behalf of, the organization.

Philosophy
The fundamental principles of the Code of Conduct are credibility, integrity, respect and a commitment to uphold ethical standards while conducting the work of the organization. The Code of Conduct provides basic guidelines for situations in which ethical issues arise.

Procedure
Respect:
- Always act with fairness, honesty and openness. Treat all persons equally, with dignity and without bias.
- Promote the Vision and Mission of the organization in all dealings with the public, the membership of the organization, the government of Manitoba and stakeholder groups within the pharmacy profession.
- All interactions should be consistent with the organization’s strategic plan.

Accountability:
- Act with honesty and integrity and in accordance with all by-laws, governing laws, policies and legislation that apply to the responsibilities of your position with, or on behalf of, the organization.
- All activities conducted will be consistent with the vision, mission, and strategic priorities of Pharmacists Manitoba.
- Comply with all policies and procedures of Pharmacists Manitoba, and support all decisions and directions of the Board of Directors.
- Take responsibility for your actions and decisions. Follow reporting lines to facilitate resolution of problems and issues. Ensure that you do not exceed the authority of your position.

Conflict of Interest:
- Anyone who participates in a decision about any matter, which may benefit or be seen to benefit that person in any way, directly or indirectly, is considered to be in a conflict of interest.
- It is the duty of any person covered by this Code of Conduct to recognize and declare any real or potential conflict of interest. The person shall formally disclose the conflict of interest to the organization, refrain from attempting to persuade or influence other persons participating in the decision, and shall not cast any vote on the matter.
Confidentiality:

- Respect and maintain the confidentiality of any and all information gained while acting with, or on behalf of, Pharmacists Manitoba, including, but not limited to, all computer software and files, business documents and printouts, and all volunteer, employee membership, donor and supporter records.
- Personal or contact details of staff, clients, spokespeople, ambassadors or board members will not be provided without prior consent.
- The release of any information will remain consistent with the organization’s Conflict of Interest and Confidentiality Policy.

Personal or Sexual Harassment:

- Sexual harassment is any conduct, comment, gesture or contact of a sexual nature that one would find to be unwanted or unwelcome by any individual, or that might, on reasonable grounds, be perceived by that individual as placing a condition of sexual nature on an employment or career development.
- Personal harassment means any conduct whether verbal or physical that is discriminating in nature, based upon another person’s race, color, ancestry, place of origin, political beliefs, religion, marital status, physical or mental disability, sex, age or sexual orientation. It is discriminatory behavior, directed at an individual that is unwanted or unwelcome and causes substantial distress in that person and serves no legitimate work-related purpose.
- Pharmacists Manitoba has a zero tolerance policy with respect to Personal /Sexual Harassment. Personal/Sexual Harassment in any form is strictly prohibited and may be grounds for termination as a volunteer, or, in the case of an employee, immediate dismissal for just cause without notice or pay in lieu of notice. In addition, criminal prosecution may result.

Use of Assets of Pharmacists Manitoba:

- Company assets, e.g. supplies, cash and business records, premises, are to be used only for the benefit of the organization and must always be protected from theft, misuse or damage.
- Limited personal use of computers, phones and other communication equipment is permitted on an occasional basis, but must not negatively impact your productivity, or interfere with normal operations of the organization.

Workplace Safety:

- Comply with the law and safe work practices and procedures.
- Work and act in a way that won’t endanger your safety.
- Safety is not just about procedures and equipment – it’s about how we do our jobs every day. We cannot provide excellent service if our judgment and productivity are impaired.
- Consumption of alcohol or illegal drugs is prohibited on Pharmacists Manitoba’s premises, excepting responsible alcohol use at events where the organization has sanctioned alcohol
Implementation:

- Pharmacists Manitoba is committed to honesty, integrity and respect in all functions and interactions that it takes part in.
- Strict adherence to the Code of Conduct is essential to the activity and reputation of Pharmacists Manitoba.
- In keeping with this commitment, all colleagues must review, understand and comply with this Code, as well as the organization’s policies and procedures.
- A violation of the organization’s policies or procedures is considered a violation of this code of conduct.

Report All Fraud, Code Violations and Unethical Conduct:

- Discuss any question or concern you have about the propriety of a particular course of action with your President or Chief Executive Officer.
- Report any actual or potential act of fraud or theft within 24 hours of becoming aware of it.
- Report any other violation or suspected violation of the Code or any unethical or suspected unethical conduct.
Pharmacists Manitoba

Code of Conduct Declaration

I, _________________________________, have read, understand and agree to abide by the Code of
Conduct of Pharmacists Manitoba and I understand that such adherence is a condition of my
employment or volunteer work. I understand that a violation of the Code of Conduct may be grounds
for termination as a volunteer or in the case of an employee immediate dismissal for just cause without
notice or pay in lieu of notice.

Signed this _________________ day of _________________, 20____.

______________________________
(Volunteer/Employee - Signature)