

Our Code of Ethics

Respect for the community we work with and serve.

We are committed to:

- *Acting honestly, truthfully and with integrity in all our transactions and dealings;*
- *Avoiding conflicts of interest;*
- *Appropriately handling actual or apparent conflicts of interest in our relationships;*
- *Treating our members fairly;*
- *Refrain from any form of harassment of others*
- *Treating every individual with dignity and respect, regardless of their gender, ability, cultural background or religion.*
- *Treating our volunteers and members with respect, fairness and good faith and providing an environment that safeguards their rights and welfare;*
- *Being a good corporate citizen and complying with both the spirit and the letter of the law;*
- *Acting responsibly toward the communities in which we work and for the benefit of the communities that we serve;*
- *Do not use your involvement with The Gap Creative Inc. to promote your own beliefs, behaviours or practices where these are inconsistent with those of The Gap Creative Inc.*
- *Being responsible, transparent and accountable for all of our actions; and*
- *Improving the accountability, transparency, ethical conduct and effectiveness of the non-profit field.*

Conflict of Interest Disclosure

The Gap Creative Inc. is committed to clearly articulate policies to address potential conflicts of interest. The incorporation recognizes that its members and employees have broad interests and participate in many community, charitable and business activities. The broader the individual's experience, the more valuable the member or volunteer is to the incorporation. From time to time, however, a member or volunteer may serve as an officer, staff member, director, trustee or consultant to an organisation from which The Gap Creative Inc. is seeking support. Situations also may arise where a member or volunteer's business or personal interests may be affected by the Incorporation grant decision.

In all such cases, The Gap Creative Inc. understands that the potential for conflict of interest needs to be recognized and disclosed, and appropriate steps taken to prevent influence or favouritism by any member or volunteer in the Incorporation's decision. To that end, members and volunteers annually complete a conflict of interest disclosure statement.

It is important to note that while these policies most often are applied to the grant making process, they apply equally to all investment and business decisions and related matters.