



## APF CANADA CODE OF ETHICS

### PURPOSE

The Asia Pacific Foundation of Canada, created by an Act of Parliament in 1984, is an independent, not-for-profit think-tank on Canada's relations with Asia. In this capacity, the Foundation offers research, policy and programming that supports Canadian public and private stakeholders as they engage with and in the Asia Pacific.

Underlying every aspect of its mission and goals is the Foundation's realization that it exists to serve as a Canadian public good. APF Canada's primary priority in this respect is to advance Canadian interests within the Asia Pacific to the overall benefit of Canada's global and domestic interests. In line with this commitment, APF Canada and its employees conduct their activities with integrity, independence, fairness, and in accordance with the highest professional, legal, and ethical standards.

### SCOPE

The following Code of Ethics outlines the Vision, Mission and Values that define APF Canada's professional and ethical conduct expectations. These values inform internal policies. Our expectation is that our partners, research fellows, and service providers will adhere to similar standards.

#### *Vision Statement*

To be the recognized leader across Canada and the globe in developing ideas for action by business, government, and all institutions that will help Canadians seize the vast opportunities unfolding before us in Asia.

#### *Mission Statement*

To be Canada's catalyst for engagement with Asia and Asia's bridge to Canada.

#### *Statement of Values*

- **NON-PARTISAN:** We will safeguard the role of the honest broker and serve as a non-partisan, unbiased, independent source of information and advice.
- **INTEGRITY:** We undertake our work with rigour, accountability, and transparency.
- **EVIDENCE-BASED:** We insist on producing data-driven research and analysis in line with international academic and industry standards. We believe that sound decisions and actions are based on facts.
- **INCLUSIVITY:** We work to ensure diversity within our team, and to advance Canadian and Asian marginalized groups' interests through outreach and advocacy.
- **PARTNERSHIPS FOR PUBLIC GOOD:** We believe that to address global challenges, partnership between government, business, and civil society is a necessary and powerful tool.



APF Canada employees have a duty to implement these values in their daily work, and in all professional interactions. Staff should speak to their supervisor or Human Resources when they believe specific values are not being met.

### *Working norms*

APF Canada staff operationalize the Foundation's values in day-to-day activities via the following working norms:

- Operating in a spirit of trust among colleagues and team members;
- Creating a work environment that is collaborative, civil, and supports excellence;
- Maintaining a high level of commitment to personally getting things done;
- Effectively dealing with work-related issues and concerns professionally and positively;
- Effectively working and collaborating towards a common goal;
- Communicating clearly and effectively with people inside and outside of the organization.

### *Professional and Ethical Standards*

As a condition of employment at APF Canada, employees are required to abide by the APF Canada Code of Ethics by demonstrating the values and adhering to the expected behaviours outlined herein. If employees do not abide by these values and expectations, they may be subject to administrative or disciplinary measures up to and including termination of employment.

APF Canada and its employees **WILL**:

1. Deliver non-partisan, high-quality work with commitment to integrity, objectivity, independence and public good.
2. Take due care to use resources responsibly, serve the public interest, and mitigate risk and conflict of interest.
3. Comply with all applicable laws and regulations, including but not limited to, health and safety laws and regulations, and employment laws and regulations.
4. Honour the dignity and value of all individuals, treating every person with respect and fairness.
5. Foster professional and personal growth, seek to provide opportunities for our employees to thrive, and strive to continually improve the quality of our policies, programs, and services.
6. Remain committed to positive societal impact, including advancement of human rights, environmental sustainability, reconciliation, and innovation.

We hold ourselves and our colleagues accountable to these standards.



APF Canada and its employees **WILL NOT**:

1. Tolerate discrimination, harassment or bullying of any kind.
2. Tolerate bribery, corruption, or fraud.
3. Tolerate human rights violations, intentional environmental harm, or intentional societal harm.
4. Disclose confidential or sensitive information to third parties.
5. Stand for or hold political office without obtaining permission in advance from the President and CEO of APF Canada, to ensure that there is no compromise of impartiality in the employee's performance of duties for APF Canada.

#### *Process for Reporting and Resolution*

APF Canada staff who have concerns with Code of Ethics-related decisions that directly affect them are encouraged to discuss their concerns with their supervisor.

When professional or ethical issues arise, APF Canada staff are encouraged to discuss and resolve these matters with their immediate supervisor. They can also seek advice and support from other appropriate sources within their organization. Issues will be addressed fairly and respectfully, focusing on dialogue and mediation as a first step.

In cases where an employee has information suggesting a serious breach of the APF Canada Code of Ethics, they can bring this matter to the attention of their immediate supervisor, or the Human Resources Manager, or APF Canada Executives.