

IRSAM Code of Conduct Addendum Internal 2023

Definitions

1. Internal Staff Member: anyone hired by the VP Internal or a designated person to work under the internal portfolio.
 - a. The Internal Team is comprised of but not limited to:
 - i. The Vice-President, Internal Operations
 - ii. The Deputy Vice-President, Internal Operations
 - iii. Two (2) or three (3) Directors of the Internal Team
 - iv. The IRSAM Human Resource Officer
2. Warning: A warning will be issued in writing if an Internal Staff Member violates a policy that was priorly communicated to them. If an Internal Staff Member violates the Code of Conduct or the terms of the Internal Team Contract, and he or she already received a warning, he or she is subject to dismissal. This includes failure to disclose a conflict of interest. In both cases staff are immediately subject to dismissal.
3. Internal Staff Members must sign the Internal Team Contract, a contract that provides the framework of rules to be respected as a staff of the Internal Team. The signing of the Internal Team Contract means the Internal Staff Member will abide by the rules and regulations of the Contract but also of the Code of Conduct.

IRSAM Code of Conduct

1. Misuse or revealing of confidential material, including but not limited to confidential information given to a staff member by the head of portfolio shall be considered an offense and the violation of both the Code of Conduct and the Internal Team Contract
2. All staff members of the internal portfolio fall under the IRSAM Code of Conduct.
 - a. Staff found in violation of the Code of Conduct are subject to dismissal as stated in the Internal Addendum in the Code of Conduct and in the Internal Team Contract.
 - b. Staff members are urged to familiarize themselves with the Code of Conduct, as well as other official IRSAM documents such as Regulations and By-Laws as well as the terms of the Internal Team Contract.