

CODE OF ETHICS

FOR VOLUNTEERS



MY COMMUNITY'S VOICE BY



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NOTE TO READER:

In this document, the masculine is used solely to lighten the text and it also designates the feminine. Code of Ethics for MATv Volunteers.

PREAMBLE

This code of ethics presents the values and practices expected of all MATv volunteers at a given time. Each individual is responsible for applying them, taking into consideration the production needs of the access programs and the resources available.

This code of ethics is intended to:

- Serve as a call to joint action, professional action and respect;
- Provide an opportunity to join a television production team for a common program project;
- Be a tool for reflecting on the values that must drive volunteer action as well as on the nature of the relationships that volunteers and employees must promote in their volunteer or work environment;
- Reflect the rules of conduct expected on the part of the organization's volunteers and employees;
- Represent a goal of self-fulfillment and excellence.

GENERAL PROVISIONS

At all times, the volunteers and employees must adopt the following three main principles:



- Commit to **Attendance** concerning planned schedules and the session times;
- Showing **Involvement** and rigor throughout a given production project;
- Adopt proper rules of **Respect** in order to preserve the dignity of any colleague at MATv, regardless of status as volunteer or an employee of MATv.

C OMPLEMENTARY RULES

- Portray a positive image of MATv and act in such a way as to preserve and reinforce the organization's credibility;
- Avoid harassment and violence in all forms in their relationships with their volunteer and employee colleagues at MATv;
- Use the material and financial resources made available to MATv in a rational and efficient manner;
- Abstain from offering or receiving any gift, favour or gratuity except as justified by the rules and customs of hospitality and propriety;
- Avoid offering services in exchange for money and/or goods.

B ETWEEN COLLEAGUES (volunteers or employees)

- Express honest and constructive comments with respect to their colleagues so as to promote harmonious relationships;
- Assist their colleagues with respect to developing their skills and acknowledge the contribution made by each individual appropriately;
- Ensure the circulation of pertinent information among the employees and the volunteers so as to promote efficient and professional interventions;
- Avoid harming their colleagues through dishonest or malicious actions.

T OWARD MATv

- Respect laws, regulations and the policies of the Canadian Radio-television and Telecommunications Commission (CRTC) adopted by MATv;
- Be honest, and act in good faith, loyally, and in the best interests of MATv;
- Promote a harmonious and fulfilling environment, focusing on dignity and safety;
- Behave in a professional manner that does not harm the reputation of MATv;
- Avoid taking part in any act contrary to public interest and generally recognized ethical standards;
- Quickly inform management about an irregularity committed by anyone who takes part in producing programmes or has a connection with MATv;
- Refrain from offending or harming volunteers and/or employees in public and/or through the media (newspapers, radio, social media, etc.).

F INAL PROVISIONS

This code of ethics will be brought to the attention of all volunteers, employees and trainees.

The code of ethics applies as soon as it is adopted by MATv senior management. It may be amended in keeping with changes at MATv.

C OMMITMENT

I _____, (name of volunteer) acknowledge that I have read the code of ethics, understand it, and agree to respect it.

Date: _____

Signature of the volunteer: _____

Signature of the MATv representative: _____