

## CPA ATLANTIC SCHOOL OF BUSINESS ASSOCIATION Code of Conduct and Intellectual Property Rights Agreement

*Approved by CPA Atlantic School of Business Board of Directors September 24, 2020*

*The vision of CPA Atlantic School is creating future CPAs as global business and accounting professionals.*

The significant public interest in the work of Chartered Professional Accountants puts the profession and CPA Atlantic School of Business Association ("CPA Atlantic School") in a position of public trust. CPA Atlantic School's reputation is largely based upon the high level of integrity and professionalism maintained by CPA Atlantic School's board members, employees, volunteers, faculty and consultants.

### Principles

The following fundamental principles should govern the conduct of those participating in CPA Atlantic School's activities:

- Respect:** to treat one another with dignity and fairness, appreciating the diversity and the uniqueness of all individuals.
- Integrity:** to say what we mean, to deliver what we promise and to stand for what we believe is right.
- Honesty:** to be truthful and straightforward in our dealings with others.
- Trust:** to build confidence through teamwork and open, candid communication.
- Responsibility:** to uphold these principles and to speak up and report concerns in the work environment, including violations of laws and regulations and CPA Atlantic School's policies, and to seek clarification and guidance whenever there is doubt.

### Work Environment

CPA Atlantic School is committed to a positive and productive work environment. Harassment or discrimination is contrary to this goal and is unacceptable.

### Confidentiality

Confidentiality is necessary to protect the integrity of the deliberative process and to protect the responsibilities of the Board of Directors. The discussion, minutes, reports and other documents of the Board of Directors, committees and other CPA Atlantic School work and processes are confidential to the parties involved in them or officially apprised of them, until such time and to such an extent that such documents that are intended for public release are formally announced, published, issued for public comment or otherwise officially released by decision of the CPA Atlantic School committee responsible or by CPA Atlantic School, unless such information is required to be disclosed by law.

Board members, employees, volunteers, faculty and consultants will acquire information about certain matters and things that are confidential to CPA Atlantic School and is the exclusive property of CPA Atlantic School. In partial consideration for your employment or engagement as a board member, employee, volunteer or consultant, hereunder, you covenant and agree that you shall not, at any time during the term of your employment or engagement as a board member, employee, volunteer or consultant, or thereafter, until such information becomes part of the public domain, make use of or divulge to any person any confidential information, except as required to be disclosed by law or as authorized by CPA Atlantic School, or the relevant board or committee of CPA Atlantic

School, for the purposes of confidential consultation with third parties.

**Conflict of Interest**

Board members, employees, volunteers, faculty and consultants have a duty to disclose any relationships that would create, or appear to create, a conflict between their personal, employer or other private interests and their responsibilities to CPA Atlantic School.

**Intellectual Property Rights**

CPA Atlantic School works principally through the efforts of board members, employees, volunteers, faculty and consultants to develop technical and non-technical materials, concepts, ideas and similar Intellectual Property. All Intellectual Property developed for the intended use or benefit of CPA Atlantic School by board members, employees, volunteers, faculty and consultants is the exclusive property of CPA Atlantic School and it is important that the legal rights to these works are properly protected for the benefit of the CPA profession.

In consideration of the benefits derived from and as a condition of continuing to work with CPA Atlantic School as a board member, employee, volunteer, faculty or consultant and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the undersigned hereby assigns to CPA Atlantic School all right, title and interest in copyright in Canada and in the world in any literary or artistic works created or contributed to by the undersigned for the intended use or benefit of CPA Atlantic School during the course of engagement with CPA Atlantic School as a board member, employee, volunteer, faculty or consultant and hereby waives all moral rights in said works in favour of CPA Atlantic School, its assignees and licensees. The undersigned agrees that CPA Atlantic School may use, modify and/or publish the works or portions thereof in any manner it considers appropriate.

**Privacy**

CPA Atlantic School considers compliance with applicable Canadian privacy laws to be of the utmost importance and has adopted a privacy policy covering the collection, use and disclosure of personal information in the course of conducting its business. Personal information is any information about an identifiable individual but does not include the name, title or business address or telephone number of an employee of an organization.

CPA Atlantic School and all board members, employees, volunteers, faculty and consultants acting on its behalf must not collect, use or disclose personal information for purposes other than those for which consent has been obtained or are otherwise in accordance with the CPA Atlantic School Privacy Statement (a copy of which can be viewed at [www.cpaatlantic.ca](http://www.cpaatlantic.ca).) or as required by law. Any questions regarding CPA Atlantic School's privacy policy should be addressed to the CPA Atlantic School Privacy Officer (e-mail: [privacy.officer@cpaatlantic.ca](mailto:privacy.officer@cpaatlantic.ca)).

**Annual Acknowledgement**

All board members, employees and faculty will be required to sign an acknowledgment on an annual basis accepting this policy. Volunteers and consultants will be required to sign the Code of Conduct prior to the rendering of services.

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*I have read and understand the CPA Atlantic School Code of Conduct and Intellectual Property Rights Agreement and agree to abide by its principles and obligations.*

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*Signature*

\_\_\_\_\_  
*Date*

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*Name - please print*