

# Toronto International Film Festival

## Code of Conduct

*as at November 16, 2018*

### **OVERVIEW**

The Code of Conduct is intended to maintain and protect the Toronto International Film Festival's (TIFF) integrity, its resources and its organizational processes. While it is expected that good judgment be exercised, this Code of Conduct is intended to supplement circumstances where conflicts may arise.

### **SCOPE**

Unless otherwise specifically stated, the Code of Conduct refers to all TIFF employees (inclusive of directors and officers) interns, volunteers and independent contractors ("Affected Individuals").

### **POLICY / ACCOUNTABILITY**

All Affected Individuals, at all levels, are expected to avoid any situation in which their personal interests, or the interests of their family members or others with whom they are associated, may conflict or appear to conflict with the interests of TIFF or which would interfere with their ability to act in the best interests of TIFF. Furthermore, Affected Individuals must not make use of their association with TIFF for personal gain or benefit.

Affected Individuals are expected to conduct themselves in a manner consistent with the values and image that TIFF works to project. All should act with fairness, honesty, integrity and openness, while respecting the opinions of others and treating all with dignity and respect. Affected Individuals should refrain from any activity that may compromise or appear to compromise their capacity to adequately perform their role.

In addition, all Affected Individuals will promote the mission and objectives of TIFF in all dealings with any external person, organization or group on behalf of TIFF and within the organization.

If a law conflicts with a policy in this Code of Conduct, Affected Individuals must comply with the law.

### **CONFLICT OF INTEREST**

TIFF expects that Affected Individuals shall avoid any situation or involvement which might cause a conflict with their duty of loyalty to TIFF or even an appearance of a potential for conflict between their personal interests and those of TIFF. Affected Individuals should avoid any association or transaction which may tend to affect their judgement or ability to make decisions in the best interests of TIFF.

### **GIFTS & ENTERTAINMENT**

It is the policy of TIFF that personal gifts from any person with whom TIFF has, or intends to have, a business relationship should not be accepted if the personal gift could be perceived as affecting the judgment of the person receiving it or affect the relationship between such person and TIFF. If you are unsure as to whether a conflict may or may not occur, please speak to your supervisor or the Human Resources Department for guidance.

However, even if no conflict is present, we ask that you apply a \$250 limit to all gifts, whether accepted or given. In special circumstances, the value of the gift may exceed \$250 (such as event tickets) at which time you should consult with your director. Again, if you are unsure about the application of this policy, we ask that you speak with your supervisor or Human Resources Department for guidance.

### **CONFIDENTIALITY OF INFORMATION & SYSTEMS**

Affected Individuals acknowledge that in the course of carrying out, performing and fulfilling their duties with TIFF, they will have access to and will be entrusted with detailed confidential information concerning TIFF and any confidential or proprietary information entrusted to TIFF by others. Affected Individuals further acknowledge that the disclosure of such detailed confidential information is highly detrimental to the interests of TIFF. Accordingly, Affected Individuals shall not disclose any secret or confidential information, or information which in good faith and good conscience ought to be treated as confidential, of which they have become aware in the course of their service with TIFF or at any time thereafter except as specifically authorized by TIFF, except when disclosure is authorized by TIFF or required by law. Violation of this term may result in disciplinary action up to and including dismissal for cause.

Affected Individuals will be required to be familiar with and adhere to TIFF's Privacy Policy.

### **POLITICAL ACTIVITY**

TIFF is a non-partisan organization. Accordingly, Affected Individuals are not permitted to engage in any partisan political activity as representatives of TIFF. This includes, but is not exclusive to, the use of Affected Individuals TIFF address, email address or phone number.

### **EMPLOYMENT OF RELATIVES (Employees only)**

TIFF may hire relatives of Employees, provided the relatives are not in a direct reporting relationship. The working relationship must not create the perception of a conflict of interest or breach of confidentiality. For the purpose of this policy, "relative" includes spouse (or common-law), partner, parent, brother, sister, child, aunt, uncle, niece, nephew or variation of one of these relationships.

"Relatives" will be interviewed and selected based on qualifications using the same process as all candidates.

If Employees begin a common-law or similar relationship with another Employee, this is acceptable as long as you do not supervise or report to this individual or as long as an actual or apparent conflict of interest does not arise. If this happens, please notify the Human Resources Department right away and TIFF will work with you to determine a mutually beneficial situation.

### **HARASSMENT, VIOLENCE & DISCRIMINATION**

At TIFF, each Affected Individual has the right to be respected and to receive fair and equitable treatment. TIFF values diversity, recognizing that by bringing together Affected Individuals' unique experiences and strengths as members of a team, they enrich the workplace and our communities and advance TIFF's business interests.

TIFF is committed to providing and maintaining a work environment in which all Affected Individuals are free from workplace violence, workplace harassment, workplace sexual harassment and discrimination based on their race, ancestry, place of origin, colour, ethnic origin/identity, disability, citizenship, creed, sex (including pregnancy), sexual orientation, gender identity, age, marital status, family status, receipt of public assistance, record of offences, political affiliation, religion affiliation, language and/or socio-economic status. All TIFF Affected Individuals are responsible for conducting themselves in a manner that promotes a productive and positive work environment and exhibits respect for all individuals, including in their dealings with coworkers, clients, suppliers or the public. Affected Individuals of TIFF must not discriminate against any stakeholder on any ground that is protected by human rights legislation.

Affected Individuals are required to familiarize themselves with, and adhere to guidelines and procedures relating to violence, harassment and discrimination in the workplace as outlined in the TIFF Respect in the Workplace Policy. If you feel you are the victim of violence, harassment or discrimination, or if you feel another Affected Individual may be the victim of violence, harassment or discrimination, speak with your supervisor or contact the Human Resources Department.

#### **ACKNOWLEDGMENT AND COMPLIANCE OF THE CODE OF CONDUCT**

Affected Individuals governed by this Code of Conduct shall have read and agree to abide with TIFF's Policies and Procedures Manual, Operating Principles and other operational policy documents, as created and amended from time to time. Failure to comply may result in disciplinary action up to and including termination of their employment, or other relationship, with TIFF for cause.

#### **OPERATING PRINCIPLES**

In May 2000, TIFF adopted its Operating Principles: seven summary statements that speak to the affirmations of what those people at TIFF wanted in a workplace. These Operating Principles should always accompany the Code of Conduct to better understand its place in the day to day actions of the Organization. They include:

- 1) The Toronto International Film Festival recognizes its staff - full time, part time, seasonal, contract, intern and volunteer - is its key strength.
- 2) The organization is committed to on-going professional development of its staff.
- 3) The organization uses and universally applies well-documented HR policies and procedures.
- 4) The organization takes a long term, integrated approach to meeting its business challenges.
- 5) The organization is committed to providing excellence in customer service.
- 6) We communicate clearly and effectively with each other and our customers.
- 7) The organization provides a respectful, safe, healthy and productive work environment.

**BREACH OF CODE OF CONDUCT**

Should you feel that the Code of Conduct has been breached and wish to discuss this breach, do not hesitate to bring your concerns to one of the following individuals:

- Your supervisor
- For volunteers, Manager, Volunteer & Intern Resources (Katy Fahimi-Manzari at 416-599-8433 x2254 or kmanzari@tiff.net)
- Senior Director, People & Culture (Denine Das, SPHR at 416-934-3283 or ddas@tiff.net)
- Executive Director & Co-Head (Joana Vicente at 416-934-3237 or jvicente@tiff.net)
- Artistic Director and Co-Head (Cameron Bailey at 416-934-2478 or cpbailey@tiff.net)
- TIFF Board Governance, Human Resources & Nominating Committee Chair (Leslie Noble at 416-864-7112 or leslie@strategycorp.com)
- TIFF Board Chair (Jennifer Tory at 416-357-7611 or jenniferatory@outlook.com)

I have read, understood, and agree to comply with the TIFF Code of Conduct.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (please print)