

CANRA's policy is to uphold the highest legal, ethical and moral standards in business and personal conduct. CANRA's reputation for integrity and excellence requires compliance with all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

Scope / Authority

CANRA shall comply with all applicable laws and regulations and expects its Volunteers to conduct themselves in accordance with the letter and spirit of all relevant laws; to refrain from any illegal, dishonest or unethical conduct; to act in a professional, businesslike manner; and to treat others with respect.

1. Volunteers shall:

- 1.1 Always respect the confidentiality of all information they receive because of their involvement with CANRA.
- 1.2 Act with honesty and integrity and in accordance with any professional standard and/or governing law and legislation that apply to the responsibilities they perform on behalf of CANRA.
- 1.3 Comply with both the letter and the spirit of the training and orientation provided to them by CANRA.
- 1.4 Adhere to all CANRA policies and procedures.
- 1.5 Avoid any real or perceived conflicts of interest, in cases where there is uncertainty the Volunteer should seek clarity from the CANRA CEO.

Examples of conflicts of interest include (but are not limited to):

- Participates in anyway in the education, tutoring, information distribution or preparation of examination candidates or Naturopathic education institution faculty with respect to the CANRA examination.
 - Is currently participating or has in the past five years participated in a Naturopathic examination preparatory course.
 - Is familiar with a CANRA candidate for examination, no matter how remote that relationship.
 - Is currently a member of the faculty, administration, or board of directors of a Naturopathic educational institution.
- 1.6 Avoid making representations about their involvement with the CANRA examinations that imply that they work for, have oversight over, or influence in the examinations.
 - Refrain from posting your Volunteer role on social media or in other formats.
 - Do not take pictures of the examinations, venues, materials or fellow Volunteers.
 - A Volunteer may be asked to remove any representation or information referencing CANRA and must do so within 24 hours of written notice by CANRA.

- 1.7 Respect and maintain the confidentiality of information gained as a Volunteer.
2. CANRA has a zero-tolerance policy with respect to harassment, bullying, and violence. Should incidence of harassment, bullying, or violence occur they should be reported immediately to the CEO who will undertake a review of the circumstances and determine the appropriate next steps. This may result in the Volunteer being immediately terminated, and a police report may be filed.
3. Failure to comply with the Code of Ethical Conduct may result in removal as a CANRA Volunteer and if relevant referral to regulators or law enforcement.

In general, the use of good judgment based on ethical principles shall guide Volunteers with respect to lines of acceptable conduct. However, if a situation arises where it is difficult to determine the proper course of conduct, or where questions arise concerning the propriety of certain conduct by an individual or others, the matter should be brought to the attention of the CANRA CEO.

Declaration:

I have read and understand this Code of Ethical Conduct. I agree to adhere to its terms and recognize that failure to do so may result in termination of volunteer activities or further action as deemed appropriate by CANRA.

This Acknowledgement of the Code of Ethical Conduct is signed on _____,
202__.

Printed Name

Signature