



## Code of Ethics Policy

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### Policy Intent

The Equestrian Association for the Disabled is committed to conducting business in an open and ethical manner. We accomplish this by creating a workplace built on the strength of trust, accountability, and integrity in all our business practices. It is the responsibility of every employee to build and maintain this code of ethics by supporting, and actively participating in the process.

#### This Policy shall:

1. Establish the roles employees are expected to take in establishing an ethical workplace;
2. Define behaviour that would be unethical;
3. Outline disciplinary actions for violations.

### Policy

Here at The Equestrian Association for the Disabled we strive to protect all of our employees, vendors, customers, and the company itself from any illegal or damaging actions committed by individuals either knowingly or unknowingly.

The Equestrian Association for the Disabled will not tolerate any wrongdoing or impropriety, and will immediately take the appropriate disciplinary actions to correct the problem.

### Employee Expectations

#### Management & Executives

- These company officials are expected to set a prime example. In all their business dealings, honesty and integrity shall be required.
- Shall have an open door policy allowing for the free discussion of suggestions and concerns from employees.
- Must report any conflicts of interest regarding their position at The Equestrian Association for the Disabled.
- Must report suspected violations.

#### Employees

- All employees are expected to work together to promote a workplace built on trust, accountability and openness.
- Disclose any conflicts of interest regarding their position at The Equestrian Association for the Disabled.
- Report suspected violations.

*\*Retaliation against employees who use these reporting mechanisms to raise genuine concerns will not be tolerated.*

### Unethical Behaviour

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## T.E.A.D. Equestrian Association for the Disabled

- The Equestrian Association for the Disabled will not be party to the intent or appearance of unethical or compromising practices in its business relationships.
- Harassment or discrimination will not be tolerated.
- Improper use of company trade secrets (as outlined in the Confidentiality agreement) will not be tolerated.
- Employees shall not use corporate assets or business relationships for personal use or gain.

### Violations

In the event that a violation of this policy occurs, The Equestrian Association for the Disabled will employ disciplinary measures that reflect the severity of the offence up to and including termination of employment.

Some violations may indelibly affect our business in a negative fashion. In this case, punitive measures, including legal action may be pursued.

### Acknowledgement & Agreement

I, (Employee Name), acknowledge that I have read and understand the Code of Ethics Policy of The Equestrian Association for the Disabled. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this Policy. I understand that if I violate the rules set forth in this Policy, I may face legal, punitive, or corrective action.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_