



CICA Code of Conduct and

Intellectual Property Rights Agreement

The mission of the Canadian Institute of Chartered Accountants (CICA) is to foster public confidence in the CA profession by acting in the public interest and helping its members excel. CICA serves the interests of society and the CA profession by providing leadership to uphold the professional integrity, standards and pre-eminence of Canada's Chartered Accountants.

The significant public interest in the work of Chartered Accountants puts the profession and the CICA as its national organization in a position of public trust. The CICA has a reputation for dedication and service to the public and the profession. This reputation is largely based upon the high level of integrity and professionalism maintained by CICA staff and volunteers.

Principles

The following fundamental principles should govern the conduct of those participating in CICA activities:

Respect: to treat one another with dignity and fairness, appreciating the diversity of staff and volunteers and the uniqueness of each individual.

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 CICA policies, and seek clarification and guidance whenever there is doubt.

Work environment

The CICA 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 Institute 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 CICA committee responsible or by the CICA, unless such information is required to be disclosed by law.

Conflict of interest

Staff and volunteers have a duty to disclose any relationships that would create, or appear to create, a conflict between their personal, firm/employer or other private interests and their responsibilities to CICA.

Intellectual Property Rights

The CICA works principally through the efforts of volunteers, consultants and staff to develop accounting, auditing and assurance standards, and other technical and non technical publications, materials, concepts, ideas and similar Intellectual Property. All Intellectual Property developed for the intended use or benefit of the CICA by volunteers, consultants and staff is the exclusive property of CICA and it is important that the legal rights to these works are properly protected for the benefit of the CA profession.

In consideration of the benefits derived from and as a condition of continuing to work with the CICA as a volunteer, consultant or staff member, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the undersigned hereby assigns to CICA 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 CICA during the course of engagement with CICA as a volunteer, consultant or staff member and hereby waives all moral rights in said works in favour of CICA, its assignees and licensees. The undersigned agrees that CICA may use, modify and/or publish the works or portions thereof in any manner it considers appropriate.

Privacy

The CICA 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.

The CICA and all volunteers, consultants and staff 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 CICA Privacy Statement (a copy of which can be viewed at www.cica.ca.) or as required by law. Any questions regarding the CICA's privacy policy should be addressed to the CICA Privacy Officer (e-mail: cicaprivacy.officer@cica.ca).

.....

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

Signature

Date

Name - please print