

CODE OF CONDUCT POLICY

Purpose

The Regina Airport Authority is committed to living its values and to acting within the highest ethical standards, holding the RAA and its Directors, Executive Officers, managers and employees accountable to uphold these standards. Employees, and everyone dealing with the corporation, have the right to be dealt with honestly, ethically and with respect.

The Code of Conduct is derived from the organization's values; its purpose is to help everyone understand how those values are applied in the day to day work environment to guide behaviour and decision making. The Code of Conduct is attached as an appendix to this policy statement.

Procedures and Responsibilities

1. The Governance and Nominating Committee (GNC) is responsible to develop and annually monitor the Code of Conduct Policy and the Code.
2. In accordance with the Whistleblower Policy, the CEO ensures that all complaints are tracked: receipt, creation of confidential files, investigation, resolution and disciplinary actions taken.
3. The CEO provides semi-annual reports to the GNC.
4. The GNC will consider semi-annual information about reported incidents of unethical or illegal behaviour, and breaches of the code or other policies as provided by the CEO, in determining required changes to the Code.
5. Everyone is responsible to ensure they understand the requirements and obligations of the Code and to annually sign a declaration acknowledging his/her obligation to understand, comply with and report breaches of the Code of Conduct and related policies.
6. Directors, Executive Officers and managers are responsible to demonstrate leadership by setting the example of ethical conduct.
7. Executive Officers and managers are responsible to continually promote, reinforce and oversee the policy and the standards and behaviours required by the Code.

RAA BOARD GOVERNANCE MANUAL

Board approved: March 17, 2011

Board amended September 27, 2012

Board amended September 28, 2017

Related Documents:

- 1.0: Vision, Mission and Values
- 4.1.2: Board Terms of Reference
- 4.1.4: Governance and Nominating Committee Terms of Reference
- 5.6.7: Whistleblower Policy

CODE OF CONDUCT

Fundamental Beliefs and Values

To successfully realize its Vision and achieve its Mission the RAA must:

Act with integrity and ethically: we understand the power of a trusted relationship with our partners and community.

Meet or exceed all applicable safety, security and environmental regulations: the well-being of our customers and employees, and the preservation of our facilities dictate that we meet the highest possible standards.

Be fiscally responsible: to ensure that RAA can sustain and grow, we need to manage our operations and develop our facilities in a financially prudent manner.

Develop effective communications programs: we will develop communications strategies that reinforce understanding of our contribution to the Saskatchewan economy and actively engage our community and business partners.

Consistently excel at meeting customer and stakeholder expectations: we will actively seek to understand customers' needs and meet or exceed them.

Promote positive and respectful labour relations: every level in the organization makes a contribution which is valued and deserves to be heard and recognized.

Develop our employees to realize their potential: we believe engaged employees will enable us to realize our Vision.

Be adaptive: change is a constant in our business environment – we understand the underlying risks and plan for the unexpected.

Why do we need a Code of Conduct?

The Regina Airport Authority is committed to living our values and to acting within the highest ethical standards, holding the RAA and ourselves accountable to uphold these standards. Employees, and everyone dealing with the corporation, have the right to be dealt with honestly, ethically and with respect.

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The Code of Conduct is derived from our values and helps you understand how those values are applied in our day to day work environment. It is a guide to help you live up to our values and in making decisions.

Who must follow the Code?

Directors, Executive Officers, managers and employees are in positions of trust and will be held accountable for their communications and dealings with customers, partners, peers, suppliers, stakeholders and the public.

The Code applies to all Directors, Executive Officers, managers and employees of the RAA; all are expected to understand and comply with the Code. Consultants, partners and suppliers working with the RAA are expected to maintain the same high standards. While following the Code is everyone's responsibility, Directors, Executive Officers and managers are expected to demonstrate leadership by setting the example for unflinching ethical conduct.

Specific policies elaborate on many areas of the Code and you should also be familiar with those policies.

Consequences of a breach of the Code

Failure to comply with the Code may result in disciplinary action, commensurate with the nature and severity of the action, but can include suspension or dismissal, or in the case of Directors, being required to resign from the Board.

Violations of the law will be reported to the appropriate authority for prosecution.

Expectation to report and Whistleblower protection

In addition to your obligation to comply with the Code, everyone is expected to speak up and report any illegal or unethical behaviour or breaches of the Code or related policies that they witness or become aware of.

The RAA commits to ensuring your report will be free of consequence. Any individual reporting a violation of the Code in good faith and with reasonable belief that a breach has occurred, is absolutely protected from any form of reprisal including threats, harassment, discrimination, suspension or dismissal.

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Any such reprisal is considered a breach of the Code and will be dealt with.

At the same time, the RAA does not condone making frivolous or irresponsible complaints, complaints founded in malice or the opportunity for personal benefit, or repeated complaints about actions or practices already addressed. Such complaints are themselves considered breaches of the Code and subject to consequences.

Procedures to report a breach of the Code are described in some cases in individual policies as well as the Whistleblower Policy which provides a confidential mechanism for reporting any unethical or illegal behaviour, breaches to this Code or other issues and concerns.

In no instance are the directions in the Whistleblower Policy or this statement of expectation to report meant to supersede established procedures in other policies, or the provisions of the Collective Bargaining Agreement.

The Code is not exhaustive

The Code does not address every specific situation which might arise. Where a situation you encounter is not addressed directly, ask yourself these questions:

Is it right?

Is it fair?

Is it consistent with our values?

Can I stand behind it?

Would I want other people to know I did it?

If still in doubt, ask your supervisor or manager for guidance.

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Workplace Conduct

Health and Safety

The RAA is committed to maintaining a workplace which ensures the health and safety of everyone on the premises. The RAA will comply with the Canada Labor Code and OHS Regulations and will implement actions and practices to reduce injury and impairment of health, and related interruptions to the workflow, so as to maintain safety in the workplace and the reputation of the RAA:

- a. Individuals must be fit for duty: the use of drugs and alcohol prohibited;
- b. Unsafe conditions and hazardous materials will be eliminated or controlled;
- c. Smoking will not take place on RAA premises, except in designated areas.

Respectful workplace

The RAA is committed to fostering a positive workplace where everyone is treated with respect and dignity. To this end, the RAA will comply with the provisions of the Collective Bargaining Agreement and human rights legislation, but will also encourage a constructive and positive work environment:

- a. Respect and dignity are supported by an environment of cooperation and understanding;
- b. Everyone will be provided with equal opportunity and any form of discrimination is prohibited;
- c. Any form of harassment is prohibited;
- d. Employee personal information will not be used or disclosed for any purpose other than the reason for which it was intended.

Use of property and information

- a. Property includes buildings, equipment, technology or funds. Everyone is expected to:
 - i. Protect RAA assets;
 - ii. Use property, equipment, technology and funds only for work purposes;
 - iii. Ensure that funds are spent only for purposes authorized and that value is obtained for expenditures.
- b. Information includes information about employees, customers, suppliers, RAA business and transactions:

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- iv. Accurate and complete records will be kept;
- v. Retention policies related to destruction of information will be followed;
- vi. Unless already available publicly, information will be kept confidential.

Business Conduct

All dealings will be conducted professionally, with integrity and honesty.

Laws and Regulations

All actions must comply with, and be within the meaning and intent of, all applicable laws and regulations.

Customers

The RAA is committed to dealing with Customers professionally, openly, honestly and with integrity. RAA will:

- a. Ensure the health and safety of its Customers;
- b. Seek out and understand their expectations;
- c. Deliver services that meet or exceed Customer expectations;
- d. Protect Customer information.

Suppliers and Partners

The RAA is committed to dealing with Suppliers and Partners professionally, openly, honestly and with integrity. The RAA will:

- a. Not take advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentations of material facts, or any other unfair practice;
- b. Follow its guidelines on competitive bids/purchasing.

Conflicts of Interest

- a. You are required to follow the RAA's Code of Conduct;
- b. In particular, on a day to day basis:
 - i. You must not give preferential treatment to family members;
 - ii. You may participate in outside activities, employment or business as long as no conflict of interest arises;

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- iii. You may accept gifts from current or potential clients if they are of nominal value and are part of the normal exchange of hospitality.

The Community and the Public

The RAA mandate is to benefit the communities it serves and it is responsible to those communities.

The Environment

- a. RAA is committed to operating in an environmentally responsible manner, meeting and exceeding legal requirements;
- b. Be sure you understand your role and responsibilities in achieving RAA's commitment to meeting and exceeding environmental standards.

Safety

- a. RAA is committed to safe operations, ensuring the safety of the travelling public, and the surrounding community.

Involvement

- a. We strive to be involved in and support the communities we serve and encourage Directors, Executive Officers, managers and employees to do the same in their personal capacity.

Political

- a. The RAA does not make direct contributions to political parties or candidates.
- b. The President & Chief Executive Officer, or their designate, may participate in indirect political contributions such as fundraising events, with the understanding that any such support should be of a personal nature and not as a representative of the Regina Airport Authority.
- c. The RAA respects the right of Directors, Executive Officers, managers and employees to participate in the political process at any level of government providing that such involvement does not interfere with your work or the effectiveness of your position, nor place you in a conflict of interest with the RAA. Such activity must take place on your own time not in the workplace, and you must not use corporate assets to further this activity.

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Stakeholders

The RAA is committed to full, open and transparent relationships with stakeholders.

- a. Stakeholders will be engaged formally through the Community Consultative Committee, Public Meetings and Nominator Meetings;
- b. Meaningful and relevant information about the RAA will be readily available in hard copy and on the RAA website.

Media

While committed to open communication, it is important to speak to the media with one voice:

- a. Refer all requests for public or media appearances, interviews or announcements to the CEO, who will involve the Chair of the Board as appropriate;
- b. Do not at any time disclose any information other than what is publicly available.

Administration of the Code of Conduct

Upon appointment to the Board, or employment with the RAA, each person will sign a declaration acknowledging his/her obligation to understand, comply with and report any breaches of the Code of Conduct and related policies. The Code will be reviewed annually with Directors, Executive Officers, managers and employees and each will be asked to re-sign the declaration.

Management is expected to continually promote, reinforce and oversee the policy and the standards and behaviours required by the Code.

Procedures for reporting and investigation of breaches are described in the RAA Whistleblower Policy.

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CODE OF CONDUCT DECLARATION OF ACKNOWLEDGEMENT

The Regina Airport Authority is committed to living our values and to acting within the highest ethical standards, holding the RAA and ourselves accountable to uphold these standards. Employees, and everyone dealing with the corporation, have the right to be dealt with honestly, ethically and with respect.

Accordingly, the RAA has adopted a Code of Conduct that applies to all Directors, Executive Officers, managers and employees of the RAA; all are expected to understand and comply with the Code.

The Code requires that each Director, Executive Officer, manager and employee sign a declaration acknowledging his/her obligations with respect to the Code upon appointment or employment, and annually thereafter.

Declaration of Acknowledgement

1. I am a:

- a. Director
- b. Executive Officer
- c. Manager
- d. Employee

of the Regina Airport Authority.

- 2. I acknowledge that I have been provided with the RAA Code of Conduct.
- 3. I acknowledge that it is my responsibility to understand and comply with the Code of Conduct and related policies.
- 4. I understand that I am obligated to report any breaches of the Code of Conduct and related policies.
- 5. As a member of Management, I understand that I am expected to continually promote, reinforce and oversee the policy and the standards and behaviours required by the Code.
- 6. As a Director, Executive Officer or Manager, I understand I am expected to demonstrate leadership by setting the example for unfailing ethical conduct.

Name: _____

Signature: _____

Date: _____

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