



CODE OF CONDUCT FOR OUR CARNIVAL KITCHEN

The purpose of this Code of Conduct is to outline the values with which we - **Our Carnival Kitchen** as a business, and our employees, conduct our affairs with all interested parties.

This Code is not a substitute for our responsibility and accountability to exercise good judgment, and to obtain guidance and support from our managers and owners on proper business conduct. The strength of our business comes from our collective knowledge and the sharing of that knowledge and experience.

*As **Management** we commit to:*

- Treat all employees with respect and dignity to create a healthy work environment where all employees contribute to and benefit from the business' successes
- Support the role of **management** and demonstrate alignment to business decisions
- Take responsibility for our decisions and our actions
- Take pride in our unique workforce and view it as a competitive advantage
- Maintain a work environment that is free from discrimination or harassment
- Treat colleagues with respect, dignity, fairness and courtesy
- Demonstrate respect and value to our clients
- Respect the letter and spirit of the Federal and Provincial laws as they pertain to our business
- Respect and protect the proprietary and confidential information entrusted to each of us by **Our Carnival Kitchen**, specifically ensuring that all client information is maintained confidential to the business
- Continue to evolve our business with a focus on current and future success to enhance value for our clients and provide career opportunities for our employees
- Abide by and support others to adhere to this Code of Conduct

Employees commit to:

- Treat all **Our Carnival Kitchen** employees including colleagues, peers, and management personnel with respect, dignity, fairness, and courtesy
- Work collaboratively with colleagues and demonstrate respect and dignity towards them
- Use the resources made available by **Our Carnival Kitchen** to support individual success in each role and function
- Make an honest effort to fulfill our duties and responsibilities
- Demonstrate respect and value to our clients
- Respect and protect all proprietary and confidential information of **Our Carnival Kitchen**, ensuring that all client information is maintained confidential to the business
- Engage only in those business and practices that contribute to a positive relationship with potential and existing clients and other parties in the community
- Respect competitors and their services and represent them in a way that distinguishes **Our Carnival Kitchen's** values

- Recognize and demonstrate that we are ambassadors and representatives of **Our Carnival Kitchen** in our community and ensure that we maintain a professional and positive image of **Our Carnival Kitchen** at all times
- Recognize the importance of our image and act professionally in all meetings and gatherings both at **Our Carnival Kitchen** and while on **Our Carnival Kitchen** business
- Respect the letter and spirit of the Federal and Provincial laws as they pertain to our personal and professional activities
- Abide by and encourage others to adhere to this Code of Conduct

*Respect is a key ingredient to **Our Carnival Kitchen**'s Code of Conduct and consists of:*

- Listening without interrupting and trying to understand the other person's viewpoint
- Trust and honesty
- Nonviolence and non-harassment
- Building a person up instead of tearing down
- Not pressuring the other person
- Giving credit where credit is due

Updated January 1st, 2024

Our Carnival Kitchen reserves the right to amend this policy at any time.