

## Member Code of Conduct

**The mission of the Cannabis Canada Association is to promote national standards and best practices by supporting the development, growth and integrity of the regulated cannabis industry.** Cannabis Canada Association will act as a unified voice for our members and serve as a credible and trusted resource on national issues related to the regulated cannabis industry. In pursuing its goals, the Association serves to protect the Canadian public's health and safety. The Licensed Producers within Cannabis Canada Association are governed by Canada's Access to Cannabis for Medical Purposes Regulations (ACMPR), and all members are expected to respect the spirit of the ACMPR.

The following Code of Conduct ("the Code") is designed to allow the association to preserve the integrity and credibility with regulators, patients, the public and within the Association. This Code applies to all Cannabis Canada Association members (Licensed Producers - LPs, associate, partner, supporter and donor members) all employees (permanent full-time, hourly, fixed term contract, permanent part-time), national Board and committee members (all volunteers serving the association directly or indirectly through an association member), and any third party service provider in direct and/or indirect contact with our clients. In order to be considered for membership within Cannabis Canada Association (subject to review, recommendation and approval by the Board of Directors) all prospective members must sign Cannabis Canada Association Code of Conduct. Failure to adhere to the Cannabis Canada Association's Code of Conduct, and the ACMPR could result in the cancellation of membership.

The Code is organized into categories, as follows:

### Service

1. Always act with fairness, honesty, integrity and openness; respect the opinions of others and treat all with equality and dignity without regard to gender, race, colour, creed, ancestry, place of origin, political beliefs, religion, marital status, disability, age, or sexual orientation.
2. Promote the mission and objectives of the Cannabis Canada Association in all dealings with the public on behalf of the association and within the Cannabis Canada Association.
3. Provide a positive and valued experience for those receiving products and services within and outside the Cannabis Canada Association.

### **Accountability**

1. Act with honesty and integrity and in accordance with any professional standards and/or governing laws and legislation that have application to the responsibilities you perform for or on behalf of the Cannabis Canada Association and its members. The Cannabis Canada Association is a national organization and is the voice of the regulated cannabis industry in Canada. Policies are reviewed every three years or sooner if an issue arises with its interpretation and/or use.
2. Comply with both the letter and the spirit of any training or orientation provided to you by the Cannabis Canada Association in connection with those responsibilities.
3. Adhere to the policies and procedures of the Cannabis Canada Association and support the decisions and directions of the national Board and its delegated authority.
4. Take responsibility for your actions and decisions. Follow reporting lines to facilitate the effective resolution of problems. Ensure that you do not exceed the authority of your position.

### **Conflict of Interest**

Conflict of interest arises when a person participates in a decision about a matter (including any contract or arrangement of employment, leasing, sale or provision of goods and services) which may benefit or be seen to benefit that person because of his/her direct or indirect monetary or financial interests affected by or involved in that matter.

It is the duty of any person taking part in the operations of the Cannabis Canada Association to adhere to the Conflict of Interest Policy at all times. In the event that such a matter arises, the person shall formally disclose the interest (declare a conflict of interest), refrain from attempting to persuade or influence other persons participating in the decision, and shall not cast any vote on the matter.

### **Confidentiality**

- 1 Respect and maintain the confidentiality of information gained as a member, employee, volunteer or supplier, including, but not limited to, inherent knowledge, all computer software and files, the Cannabis Canada Association business documents and printouts, and all member, employee, volunteer or third party contractor, information and records.
2. Respect and maintain the confidentiality of individual personal and health information about persons and their use of cannabis, gained through your role, or outside your role, in the Cannabis Canada Association.

**Personal or Sexual Harassment**

Personal harassment means any conduct whether verbal or physical that is discriminating in nature, based upon another person’s race, colour, ancestry, place of origin, political beliefs, religion, marital status, physical or mental disability, sex, age or sexual orientation. It is discriminatory behaviour directed at an individual that is unwanted or unwelcome and causes substantial distress in that person and serves no legitimate work-related purpose.

Sexual harassment is any conduct, comment, gesture or contact of a sexual nature that one would find to be unwanted or unwelcome by any individual, or that might, on reasonable grounds, be perceived by that individual as placing a condition of sexual nature on an employment or career development.

The Cannabis Canada Association has a zero tolerance policy with respect to Personal /Sexual Harassment. Personal/Sexual Harassment in any form is strictly prohibited and may be grounds for immediate termination as a member of the association or, in the case of an employee, immediate dismissal for just cause without notice or pay in lieu of notice.

**Implementation**

Strict observance of the Cannabis Canada Association Code of Conduct is fundamental to the association’s activity and reputation. It is essential that all members, employees, volunteers and any other third party service provider in direct or indirect contact with our clients adhere to this Code. They will certify this by signing a declaration that they have read and will abide by this Code.

The Cannabis Canada Association management has the responsibility of ensuring compliance with all Codes and policies of Cannabis Canada Association.

**Cannabis Canada Association Member Code of Conduct Declaration**

I, \_\_\_\_\_ (please print), have read, understand and agree to abide by the Members Code of Conduct of Cannabis Canada Association and understand that such adherence is a condition of my membership, employment or volunteer work. I understand that a violation of the Cannabis Canada Association Code of Conduct, and the ACMPR may be grounds for termination as a member, or in the case of an employee, immediate dismissal for just cause without notice or pay in lieu of notice.

Signed this \_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ .

Member Signature (I have the power to bind the Company/Organization)

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Company / Organization \_\_\_\_\_

## 2017-18 Membership Application Form

**Name & Type of Organization:**

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**Address:**

(street, city, province, postal code)

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**President / CEO / Executive Director**

(name & title, email & telephone)

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**Please check the applicable box:**

- Corporation
- Partnership
- Sole-proprietorship
- Non-profit
- Other:

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**Membership group & fees:**

- |  |  |
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| <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Associate member</b> (\$3,000 annually ♦)</li><li><input type="radio"/> Applicant to Health Canada (HC)*</li><li><input type="radio"/> Consultant for applicants / licensed producers**</li><li><input type="radio"/> Clinic of health professionals</li><li><input type="radio"/> Other: **</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Partner/ Sponsor/ Donor</b><br/>(\$1,000 annually ♦)</li></ul> |
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Please refer to description and benefits of membership groups on **Membership Options PDF**.

\* Please provide copy of affirmation e-mail from Health Canada.

\*\* Please provide description & details.

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♦ includes HST

**Primary point of contact**

(name and position, email & telephone)

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**Please make cheque payable to “Cannabis Canada Association”.**

**Mail completed and signed application form, with the signed Code of Conduct** (Download *Member Code of Conduct.PDF* on our website) **and cheque to:**

Cannabis Canada Association  
P.O. Box 81071  
Ottawa ON  
K1P 1B1

HST No. 80159 1173 RT0001

**Membership Code of Conduct**

By submitting this application, \_\_\_\_\_ hereby applies for Cannabis Canada Association membership and agrees to be governed by its by-laws and standards of conduct. All information provided to Cannabis Canada Association, as part of the application process is true and correct to the best of my knowledge.

**Authorized person:**

\_\_\_\_\_  
Signature  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print

**Date**

**Print Name**

**Please note,** membership dues are due upon signing (April 1, 2017 – March 31, 2018). All Cannabis Canada Association members must abide by the Cannabis Canada Association Code of Conduct. The Cannabis Canada Association Code of Conduct may be amended at the discretion of the Board of Directors. Failure to comply with the Cannabis Canada Association Code of Conduct can result in suspension or cancellation of membership. Membership benefits and structure may change over time and are subject to change without notice.

Privacy Statement: The Cannabis Canada Association is committed to protect the confidentiality and security of all members Personal Information. We do not sell or give out any Personal Information to any organization, at any time, for any purpose. By providing Cannabis Canada Association with your email address, you are authorizing Cannabis Canada Association to send you information via email.