

## **Code of Procedures**

### ***For Members of the Board of Directors, Research Management Committee, Officers, Employees, Researchers and Interns***

## **Preface**

The Mathematics of Information Technology and Complex Systems Inc. ("MPRIME"), is a Network of Centres of Excellence (NCE) for the Mathematical Sciences. MPRIME is recognized worldwide as an effective new model for research & development in the mathematical sciences - one that addresses the imperatives of research, education and technology transfer.

MPRIME leads Canada's effort in the generation, application and commercialization of new mathematical tools and methodologies within a world-class research program. The network initiates and fosters linkages with industrial, governmental, and not-for-profit organizations that require mathematical technologies to deal with problems of strategic importance to Canada.

Mathematics of Information Technology and Complex Systems Inc. ("MPRIME Inc.") is a corporation incorporated by and directly associated with MPRIME.

MPRIME and MPRIME Inc. directors, committee members, officers, employees, researchers and interns ("the members of the organization") have obligations arising from and responsibilities for adhering to this Code of Procedures. It is intended to provide a set of standards to guide them in their daily activities and to promote honest and ethical behaviour in the conduct of our business.

## **General Practices**

In order to ensure integrity in its operations, MPRIME and the members of the organization shall:

1. Be transparent in its affairs and finances and shall, upon request, be open and accessible to scrutiny by its respective funding agencies, except for personnel matters, legal matters, proprietary information and anything specified by provincial or federal laws.
2. Ensure that no person is refused participation in MPRIME programs or otherwise subjected to discrimination by MPRIME on the basis of race, national or ethnic origin, religion, gender, sexual orientation, or age.
3. Not condone or tolerate financial impropriety in any of its activities and take prompt and firm corrective action whenever and wherever any event of this nature is identified.
4. Ensure that allegations of misconduct or other irregularities made in respect of anyone associated with MPRIME are dealt with impartially, respecting the rights of the involved parties for confidentiality and disclosure.

## **Individual Responsibilities**

MPRIME and the members of the organization shall work to uphold the integrity of MPRIME and shall:

1. Subordinate his or her personal interests to the best interests of the organization.

2. Refrain from profiting from his or her position, act honestly, ethically, and in good faith.
3. Provide advice only on topics on which they are informed and qualified through professional training or experience and to do so with objectivity, diligence, and honesty.
4. In all cases follow the MPRIME policies and guidelines.
5. In all communications clearly distinguish between professional opinion and accepted knowledge or fact.
6. Adhere to the Tri-Council Policy Statement for Integrity in Research and Scholarship in the way they conduct, market and communicate their activities in research.

## **Professional Relationships**

MPRIME and the members of the organization shall:

1. Promote mutual understanding, respect, and collegial relationships among colleagues, researchers and funding partners.
2. Be civil and respectful in professional interactions and treat their colleagues and others fairly.
3. Avoid injuring or impugning the professional reputation or practice of members, scientists, colleagues and partners.
4. Avoid misrepresenting the actions or policies of the Board, Research Management Committee or MPRIME.

## **Information Management**

MPRIME and the members of the organization shall:

1. Maintain the confidentiality of all proprietary or otherwise sensitive information in research proposals, peer reviews, and the associated discussions and decisions of the Board and Research Management Committee.
2. Obtain informed written consent before disclosing confidential information.

## **Conflict of Interest**

MPRIME and the members of the organization shall:

1. Uphold the MPRIME Conflict of Interest Policy.
2. Avoid, or disclose any real, perceived, or potential conflicts of interest to the Board, Research Management Committee or Scientific Director as soon as possible.
3. Minimize any circumstances that present, or appear to present, a conflict of interest.
4. Disclose conflict of interests as they relate to funding decisions and excuse themselves from the discussions and funding decisions as appropriate.

## **Finances and Fundraising**

MPRIME and the members of the organization shall:

1. Be guided by a financial budget approved by the Board
2. Assure appropriate use of funds and accountability to partners and funding agencies, without limiting any obligations that may exist at law.
3. Be transparent and accessible to all Member Institutions of MPRIME NCE and MPRIME Inc. and any inquirer upon written request within a reasonable time.
4. Achieve efficiency in its use of funds for administration.
5. Allocate expenditures in relation to actual purposes and actual activities as well as in conformance with generally accepted accounting principles.
6. Account for funds from the moment they are received or committed until they are used in the project or services.
7. Exercise adequate internal controls over disbursements to avoid unauthorized payments.
8. Not have any funds that are not accounted for and prohibit any unauthorized transactions or loans to members.

## **Employee and Human Relations**

MPRIME and the members of the organization shall:

1. Establish a fair and productive work environment for its employees.
2. Establish and maintain clear, well-defined, written policies and procedures that define and protect the rights of employees and assure fair treatment in all matters.
3. Clearly describe and communicate employee benefits and make financial arrangements to protect its ability to honour its obligations to employees.
4. Clearly define and communicate expectations that are held of employees.
5. Promote gender and minority equity, in recruitment, hiring, training, and professional development and advancement.