



Governance, Ethics, and Safeguarding Policy

Approved by the Board of Directors:	Erica Lee Garcia, Eghosa Obeifun, Bruce Richet, Peter Luo, Andrew Mah
Approval Date:	March 16, 2026
Next Review Date:	2026 Q2 Board Meeting

1. Purpose

Engineers of Tomorrow is committed to maintaining the highest legal, ethical, and professional standards in all aspects of its activities.

The Governance, Ethics, and Safeguarding Policy (“Policy”) establishes the organization’s policies relating to ethical conduct, safeguarding of youth participants, diversity and inclusion, health and safety, environmental responsibility, and accountability.

This Policy ensure that all individuals representing Engineers of Tomorrow act with integrity and respect while delivering programs and initiatives that support youth learning and engagement in engineering.

The standards in this Policy are adopted in an honest and good-faith belief that the Policy is necessary to fulfill and further the goals of Engineers of Tomorrow.

The standards in this Policy have been deemed reasonably required to accomplish Engineers of Tomorrow’s purpose.



2. Scope

These policies apply to all Engineers of Tomorrow Employees and Related Personnel:

- Engineers of Tomorrow employees include: all personnel employed by Engineers of Tomorrow in a full time or part time role.
- Related Personnel include: board members, volunteers, consultants, contractors, program facilitators, and partner representatives involved in programming.

This Policy applies to all individuals in-person or online, during and after business hours. All individuals representing Engineers of Tomorrow are expected to comply with the standards outlined in this Policy.

3. Reporting and Enforcement

Reporting is to be made to the Executive Director or Board Chair. All reports will be kept confidential. Information will be deidentified to protect the identity of the individual making the report.

Engineers of Tomorrow will investigate all reports of misconduct in accordance with this Policy. **Employee and Non Related personnel behavior that is contrary to this Policy without justification will be deemed a violation of the Policy.** Upon completion of the investigation, Engineers of Tomorrow will take appropriate disciplinary action, up to and including, immediate termination. If required, Engineers of Tomorrow may retain the services a third party investigator. Should the violation be deemed serious or criminal, Engineers of Tomorrow may involve law enforcement and relevant authorities.

4. Code of Conduct and Ethical Standards



All individuals involved in the work of Engineers of Tomorrow must conduct themselves with integrity, professionalism, and respect.

Individuals are expected to:

- Act honestly and ethically in all organizational activities.
- Represent the organization in a positive and professional manner.
- Respect the dignity and rights of others.
- Avoid conflicts of interest or situations that could undermine trust.
- Use organizational resources responsibly.

Any conduct that compromises the integrity, safety, or reputation of Engineers of Tomorrow is deemed a violation of this Policy. Violations will be subject to investigation and discipline in accordance with the Reporting and Enforcement clause of this Policy.

5. Anti-Bribery and Corruption

Engineers of Tomorrow maintains a zero-tolerance approach to bribery, corruption, or improper influence.

Board members, staff, and volunteers must not:

- Offer, solicit, or accept bribes or improper financial incentives
- Provide gifts or hospitality intended to improperly influence decisions
- Use organizational funds or resources for personal benefit

Reasonable and modest tokens of appreciation that are customary within professional settings with a monetary value not exceeding \$50.00 CAD may be accepted provided they do not influence decision-making.

Any suspected violation must be reported in accordance with the Reporting and Enforcement clause in this Policy.



6. Respectful Participation and Anti-Bullying

Engineers of Tomorrow is committed to maintaining a respectful and inclusive environment for staff, volunteers, partners, and program participants.

Bullying, harassment, intimidation, or discrimination will not be tolerated.

Examples of unacceptable conduct include:

- Verbal abuse or threats
- Discriminatory remarks or behavior
- Intimidation or humiliation
- Harassment, including online harassment
- Repeated unwanted communication

Individuals who experience or witness inappropriate conduct are encouraged to report concerns to the Executive Director or Board Chair in accordance with the Reporting and Enforcement clause of this Policy.

Reports will be treated seriously and handled in a confidential and respectful manner.

7. Diversity, Equity, and Inclusion

Engineers of Tomorrow believes that engineering benefits from diverse perspectives and inclusive participation. Engineers of Tomorrow is committed to upholding the Canadian Charter of Rights and Freedoms and the Canadian Human Rights Act.

The organization is committed to:

- Creating welcoming environments for youth of all backgrounds
- Promoting equitable access to engineering learning opportunities
- Encouraging participation from groups historically underrepresented in engineering
- Supporting inclusive practices in programs, partnerships, and leadership



Discrimination, in particular based on race, national or ethnic origin, colour, religion, sex, age, or mental or physical disability as protected by Section 15(1) of Canadian Charter of Rights and Freedoms¹ will not be tolerated. Additionally, discrimination based on sexual orientation, marital status, citizenship, aboriginal-residence, gender identity and expression will not be tolerated.²

Any suspected violation must be reported in accordance with the Reporting and Enforcement clause in this Policy.

8. Health and Safety

Engineers of Tomorrow prioritizes the health, safety, and well-being of staff, volunteers, and program participants.

The organization will:

- Conduct activities in environments that meet appropriate safety standards.
- Follow host school or venue safety policies.
- Provide clear safety expectations to volunteers and facilitators.
- Maintain appropriate insurance coverage.

Any accidents, injuries, safety incidents, or near-misses occurring during program delivery must be reported within twenty-four (24) hours to the Executive Director or designated program lead.

9. Environmental Responsibility

Engineers of Tomorrow recognizes the importance of environmental stewardship and sustainability.

Where possible, the organization will:

- Minimize environmental impact during events and programming.
- Encourage sustainable engineering practices within educational content.

¹ Canadian Charter of Rights and Freedoms, s 15(1), Part I of the Constitution Act, 1982, being Schedule B to the *Canada Act 1982* (UK), 1982, c 11.

² Canadian Human Rights Act, R.S.C., 1985, c. H-6, s. 3(1).



- Reduce unnecessary waste and use digital resources where feasible.
- Promote awareness of environmental responsibility in engineering education.

Engineers of Tomorrow will comply with all applicable local, provincial, and federal environmental laws and regulations in the course of carrying out all activities related to the organization.

All environmental incidents, including but not limited to, environmental spills, accidental discharges, and contamination, will be reported in accordance to the Reporting and Enforcement clause in this Policy.

10. Modern Slavery and Ethical Supply Practices

Engineers of Tomorrow opposes all forms of modern slavery, forced labour, and human trafficking.

The organization commits to:

- Conducting activities in an ethical and responsible manner.
- Working with suppliers and partners who respect human rights.
- Avoiding procurement practices that may contribute to exploitative labour conditions.

Any concerns related to unethical labour practices must be reported in accordance to the Reporting and Enforcement clause in this Policy.

11. Safeguarding and Protection of Youth

Engineers of Tomorrow delivers educational programs involving children and youth. The organization is committed to ensuring that all participants experience programs in a safe, respectful, and supportive environment.

Safeguarding policies apply to all individuals interacting with youth participants.



Individuals involved in programming must:

- Maintain appropriate professional boundaries.
- Treat youth with dignity and respect.
- Avoid situations where an adult is alone with a participant unless permitted by the host organization.
- Follow safeguarding policies of host schools or partner organizations.
- Report any safeguarding concerns immediately.

Any and all concerns related to the safety or well-being of youth is treated seriously and must be reported in accordance to the Reporting and Enforcement clause in this Policy immediately.

12. Screening and Background Checks

Individuals who work directly with youth participants may be required to complete screening procedures to ensure safe program environments.

A **Police Vulnerable Sector Check (PVSC)** may be required for individuals who:

- Mentor or supervise youth.
- Facilitate educational programming involving youth.
- Interact with youth in positions of trust or authority

Where required:

- Individuals must provide a current PVSC issued by their local law enforcement jurisdiction.
- PVSC must be **no more than five years old**.
- Individuals must complete a **new PVSC every five years**.

Because police checks represent a point-in-time record, individuals must also sign an **annual declaration** confirming that their criminal record status has not changed since the check was completed.

For volunteers participating exclusively in **virtual programming**, equivalent third-party screening services may be accepted where appropriate.

Engineers of Tomorrow may request additional screening if circumstances require.



Failure to comply with the PVSC requirement for activities that require a PVSC is considered a violation of this Policy and may be grounds for termination upon further review as per the Reporting and Enforcement clause of this Policy.

13. Whistleblowing and Reporting Concerns

Engineers of Tomorrow encourages transparency and accountability.

Staff, volunteers, and partners are encouraged to report concerns related to:

- Financial misconduct or fraud.
- Criminal or legal violations.
- Policy violations.
- Safeguarding concerns.
- Unethical conduct.

Reports may be made to:

- The Executive Director.
- The Board Chair.
- Another Board member if appropriate.

Individuals who raise concerns in good faith will not face retaliation.

Reports will be handled confidentially wherever possible.

14. Policy Oversight and Review

The Board of Directors is responsible for oversight of these policies.

The Board will review and update the policies periodically to ensure they remain appropriate as the organization grows.



Employee and volunteers will be informed of this Policy and must acknowledge them as part of onboarding or annual participation.



Appendix A

Volunteer Code of Conduct

Volunteers representing Engineers of Tomorrow are expected to:

- Comply with all local, provincial, and federal laws.
- Act as positive role models for youth.
- Maintain professional and respectful interactions with participants.
- Follow school and host organization rules.
- Communicate respectfully with all participants and partners.
- Safeguard all private and/or confidential information entrusted to them in the course of volunteering with Engineers of Tomorrow during their volunteering term and afterwards.
- Report any safety concerns immediately.

Volunteers must not:

- Engage in inappropriate physical or verbal conduct.
 - Share personal contact information with youth participants outside program channels.
 - Use discriminatory language or behavior.
 - Be under the influence of alcohol or drugs while participating in programming.
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Appendix B

Volunteer Safeguarding & Code of Conduct Acknowledgement

Engineers of Tomorrow is committed to creating safe, respectful, and inclusive learning environments for all youth participating in our programs.

Volunteers play a critical role in helping inspire the next generation of engineers. To ensure the safety and well-being of all participants, volunteers must agree to the following expectations.

Volunteer Expectations

As a volunteer representing Engineers of Tomorrow, I agree to:

1. Act as a Positive Role Model

- Treat all participants with respect, dignity, and fairness.
- Encourage curiosity, learning, and inclusion.

2. Maintain Professional Boundaries

- Keep interactions with youth professional and appropriate.
- Avoid situations where I am alone with a student unless permitted by the host organization.
- Communicate with youth only through approved program channels.

3. Follow School and Host Organization Policies

- Respect all school or partner organization rules and safety procedures.
- Follow the direction of teachers and school staff during programming.

4. Support Safe Learning Environments



- Report any safety concerns, inappropriate behavior, or safeguarding issues immediately to Engineers of Tomorrow staff or program leads.
 - Prioritize the well-being of youth participants at all times.
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Prohibited Conduct

While participating in Engineers of Tomorrow programming, volunteers must not:

- Engage in bullying, harassment, or discriminatory behavior.
 - Use inappropriate language or jokes.
 - Share personal contact information with youth participants outside approved program channels.
 - Meet privately with youth outside of organized programming.
 - Be under the influence of alcohol or drugs during program activities.
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Volunteer Screening

Engineers of Tomorrow may require volunteers who work directly with youth to provide a **Police Vulnerable Sector Check (PVSC)**.

Where required:

- The PVSC must be issued by a local police service.
- A new PVSC must be completed every **five (5) years**.
- Volunteers must sign an **annual declaration** confirming that their record status has not changed.

Equivalent third-party screening services may be accepted for volunteers participating in virtual programming where appropriate.



Reporting Concerns

If I observe or become aware of a situation that may affect the safety or well-being of a youth participant, I will report it immediately to:

- Engineers of Tomorrow program staff, or
- the Executive Director.

All concerns will be taken seriously and handled appropriately.

Acknowledgement

I confirm that:

- I have read and understand the Engineers of Tomorrow Volunteer Safeguarding & Code of Conduct expectations.
- I agree to follow these guidelines while participating in Engineers of Tomorrow programs.
- I understand that failure to comply with these expectations may result in removal from volunteer activities.

Volunteer Name: _____

Signature: _____

Date: _____

Program (if applicable): _____



Appendix C

Annual Safeguarding Declaration

I confirm that:

- I have previously provided a Police Vulnerable Sector Check where required by Engineers of Tomorrow.
- I have not been charged with or convicted of any offence since that check was completed.
- I agree to notify Engineers of Tomorrow if my circumstances change in a way that may affect my eligibility to work with youth.
- I have read and agree to follow the Engineers of Tomorrow Governance, Ethics, and Safeguarding Policies.

Name: _____

Signature: _____

Date: _____



Board Approval

The Board of Directors of Engineers of Tomorrow formally adopts the **Governance, Ethics, and Safeguarding Policies** outlined in this document.

Board Chair: Erica Lee Garcia

Signature: *Erica Lee Garcia*

Date: March 19, 2026