



# Community Ethics Network

#305, 250 Dundas Street West, Toronto, ON M5T 2Z5  
Telephone (416)506-9888 Fax 416) 506-1633

## LETTER OF UNDERSTANDING FOR MEMBER ORGANIZATIONS

As a member organization of the Community Ethics Network, you agree to support and comply with the following Network expectations:

1. To agree to the Code of Ethics for the Community Health and Support Sector (attached).
2. To have an organizational plan or strategy to promote the practice of ethics within the organization (i.e. a process for dealing with appeals and/or an internal ethics committee).
3. To promote the application of an ethics framework, including an ethics decision-making and review process, that will assist staff in identifying and dealing with ethical issues (for example, the Community Ethics Toolkit).
4. To have a process in place to conduct case reviews on a routine basis with staff.
5. To designate a member of your organization as an ethics leadperson who will link with the Network, and to support them and their responsibilities in this role. The leadperson's responsibilities include:
  - a. Attending the scheduled meetings.
  - b. Having received recent training and education related to ethics or being committed to undertaking such training in the future.
  - c. Being responsible for keeping your organization informed of the activities of the Network.
6. To contribute an annual membership fee of \$300.00 (three hundred dollars) payable every April.

**Name of Organization** \_\_\_\_\_

**Address** \_\_\_\_\_ **Postal Code** \_\_\_\_\_

**Name of President/CEO** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Fax** \_\_\_\_\_ **E-mail** \_\_\_\_\_

**Ethics Leadperson** \_\_\_\_\_ **Position** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Fax** \_\_\_\_\_ **E-mail** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

*Please return to Maria Chau, c/o Community Ethics Network Steering Committee  
Fax Number: (416) 506-1633  
E-mail: [maria.chau@toronto.ccac-ont.ca](mailto:maria.chau@toronto.ccac-ont.ca)  
by April 30<sup>th</sup>*