

Annual Declaration for 2020

Introduction

This declaration is to be signed annually by all Internal Audit staff and service provider personnel. It covers:

1. Conformance to the City of Guelph Values.
2. Conformance to the City of Guelph Code of Conduct.
3. Conformance to mandatory internal auditing requirements, including the IIA Code of Ethics.
4. Conformance to Internal Audit policies and procedures.
5. Conflicts of interest.
6. Completion of professional development requirements for Internal Auditors of minimum 40 hours each year.

1. City of Guelph Values

I declare I have conformed to the City of Guelph Values:

- Integrity
- Service
- Inclusion
- Wellness
- Learning

2. City of Guelph Code of Conduct

I declare I have conformed to the City of Guelph Code of Conduct requirements.

3. Mandatory Internal Auditing requirements, including the IIA Code of Ethics

I declare I have conformed to mandatory internal auditing requirements:

- Core Principles for the Professional Practice of Internal Auditing
- Definition of Internal Auditing
- International Standards for the Professional Practice of Internal Auditing
- IIA Code of Ethics

I declare I have conformed to the IIA Code of Ethics principles:

- Integrity – The integrity of Internal Auditors establishes trust and thus provides the basis for reliance on their judgment.
- Objectivity – Internal Auditors exhibit the highest level of professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined. Internal auditors make a balanced assessment of all the relevant circumstances and are not unduly influenced by their own interests or by others in forming judgments.

- Confidentiality – Internal Auditors respect the value and ownership of information they receive and do not disclose information without appropriate authority unless there is a legal or professional obligation to do so.
- Competency – Internal Auditors apply the knowledge, skills, and experience needed in the performance of internal audit services.

4. Internal Audit Policies and Procedures

I declare I have conformed to policies and procedures contained in the Internal Audit Manual.

5. Conflicts of Interest

Conflict of interest is a situation in which an Internal Auditor, who is in a position of trust, has a competing professional or personal interest. Such competing interests can make it difficult to fulfil duties impartially. A conflict of interest exists even if no unethical or improper act results. A conflict of interest can create an appearance of impropriety that can undermine confidence in the Internal Auditor, the Internal Audit activity, and the profession. A conflict of interest could impair an individual's ability to perform his or her duties and responsibilities objectively.

Internal Auditors are not to provide audit services for work for which they may previously have been responsible. Internal Audit may provide assurance services where they had previously performed consulting services, provided the nature of the consulting did not impair objectivity, and provided individual objectivity is managed when assigning resources to the engagement.

Instances of perceived or actual conflict of interest by Internal Audit staff and service providers shall immediately be reported it to the Chief Audit Executive or the Chair of the Audit Committee.

I declare I have:

Not had any conflicts of interest.

6. Professional Development

I declare I completed the professional development requirements for Internal Auditors of minimum 40 hours each year.

Declaration

I declare I have conformed to all requirements of this Annual Declaration for the period January 1, 2020 to December 31, 2020.

I declare that if an issue arises in relation to any of the six areas contained in this Annual Declaration in the coming year, I shall immediately report it to the Chief Audit Executive or the Chair of the Audit Committee, as applicable.

Name: Karl Hutchinson

Job Title: General Manager, Internal Audit

Date: December 31, 2020

Name: Rob Jelacic

Job Title: Internal Audit Specialist

Date: December 31, 2020