



Policy number	GOV-04
Policy name	Code of Conduct
Approved	May 27, 2022
Last reviewed	September 15, 2023
Scheduled review	Q3 2024

POLICY

Council commits itself and its members, collectively and individually, to ethical, business-like, and lawful conduct, including proper use of authority and appropriate decorum.

Accordingly, Council:

- ☒ members must represent unconflicted loyalty to the interests of the public and stakeholders, including members. This accountability supersedes any conflicting loyalty such as that to the advocacy or interest groups (within or outside the profession) and membership on other Councils or as staff. It also supersedes the personal interest or agenda of any individual Council member.
- ☒ members must avoid conflict of interest with respect to their regulatory and fiduciary responsibilities. When the Council is to decide upon an issue about which a member has an unavoidable conflict of interest, that member shall absent themselves, without comment, from deliberation as well as from voting.
- ☒ members must not use their position to obtain employment for themselves, family members or associates with the College. Should a member desire employment, they must first resign from Council.
- ☒ members will be accountable to disclose that their involvements with other organizations, vendors or any other associations that might produce a conflict as soon as this conflict is known.
- ☒ Members, in accordance with the *Alberta Human Rights Act*, must not discriminate against anyone on the basis of their race, ancestry, place of origin, colour, religious beliefs, gender, physical disability, mental disability, age, marital status, family status, source of income, or sexual orientation.
- ☒ members may not attempt to exercise individual authority over the organization except as explicitly set forth in Council policies.
- ☒ members' interactions with the College staff must recognize the lack of authority vested in individuals except when explicitly authorized by Council.



- ☒ members' interactions with College members, public, press or other entities must recognize the same limitation and the inability of any Council member to speak for the Council/College except to repeat explicitly stated Council decisions and speaking points.
- ☒ members will give no consequence or voice to individual judgments of the Registrar or staff performance as they relate to previous deliberations of the Council.
- ☒ members' individual concerns may be raised at the Council meeting but are not raised outside of Council.
- ☒ members will respect confidentiality appropriate to issues of a sensitive nature. The Council or Chair may define what is or is not sensitive. Council members must hold in strict confidence all materials and information concerning matters deemed confidential, including the pre-circulated Council meeting packages. A Council member must not, directly nor indirectly, release, make public, or in any way divulge any information (including, but not limited to hardcopy, electronic copy, files, documents) deemed confidential unless expressly authorized by Council or required by law.

Information that remains confidential following a Council meeting includes:

- any aspect of in camera deliberations
 - information identified as confidential within the provisions of the *Freedom of Information and Protection of Privacy Act* (FOIP)
 - unfinished business
- ☒ members will not conduct themselves in any manner (including, but not limited to, comment, gesture, physical contact) that is discriminatory or harassment or is perceived as being discriminatory or harassment by any College employee, volunteer, contractor, College members, Council members, or the public. This would include, but not be limited to the following:
 - statements, publications, notices, signs, symbols, or emblems or other representations that are published, issued, or displayed before the public.
 - ☒ Council members will not behave toward anyone in a manner that is intimidating, threatening, abusive, injurious, or otherwise victimizes College employees, volunteers, contractors, College members, Council members, or the public.
 - ☒ members' unexcused absences from two consecutive Council meetings will require a review of the individual's role. If a Council member fails to advise the Chair or Registrar prior to the meeting that they will be unable to attend it, or deliberately, and in a situation where they have control of their schedule, schedules a conflict to a known Council meeting, their absence will be classified as an unexcused absence. Otherwise, the determination of an unexcused absence is at the discretion of the Chair.



- member conduct should at all times reflect a sense of professional decorum. In public settings, Council members should be mindful that all commentary may be construed as representative of the College.

Examples of inappropriate behaviour and contrary to Council sensibilities include, but are not limited to, physical aggression, abusive behaviour, sexual harassment, conflicts of interest, theft, fraud, lying, and deceit.

DEFINITIONS

Harassment: a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome. Harassment can include, but may not be limited to physical, sexual, or verbal comment, innuendo and/or actions.

APPENDICES

none

REFERENCES

CAD Bylaws

DOCUMENT HISTORY

Date	Action	Rationale
27/05/22	New	Support Bylaws
15/09/23	Review	As scheduled