



Code Of Ethics

Category: Governance
Last Modified: December 2004
Review Date: June 2007
Approved By: Executive Committee & Management Board
Contact Person: The President, Ext 3934

Introduction:

The purpose of the Code of Ethics is to provide members of the governing bodies, management, and staff with clear expectations of ethical standards for the Association.

Policy Statement:

The Association and its governing bodies, management, staff, and representatives are committed to conducting the business of the Association ethically and legally.

Procedures:

Behaviours

The Association and its governing bodies, management, staff, and representatives shall:

- a) act in good faith and in the best interests of the Association and its members;
- b) act in accordance with the highest standards of honesty, integrity, and fairness;
- c) act with care and diligence and for proper purpose;
- d) expect the same in their relationships with others; and
- e) maintain a climate fostering such standards.

The Code of Ethics is designed to give guidance to and supplement rules already be in place within the Association.

Conflicts of Interest

The Association and its governing bodies, management, staff, and representatives shall:

- a) avoid any conflicts of interest wherever possible, including any financial interest contracts awarded the Association;

- b) not hold positions or engage in outside interests that adversely impact the performance of duties or interests of the Association;
- c) avoid any relationship that could compromise the ability to transact business on a professional, impartial, and competitive basis;
- d) not support any political party or organisation other than in a personal capacity;
- e) disclose any circumstances that create or could create a conflict of interest; and
- f) excuse themselves from making and decision about an issue in which a conflict of interest arises or could arise.

Gifts

The Association and it's governing bodies, management, staff, and representatives shall not seek or accept from third parties to their own advantage any gifts or favours in any form, except if such gifts or favours are appropriate under the circumstances.

Opportunities

The Association and it's governing bodies, management, staff, and representatives shall not make improper use or take improper advantage of information or resources gained through positions within the Association

Reporting

Any breach of this Code of Ethics shall be reported to:

- a) the President, in the case of a member of the Executive Committee or Management Board or the Chief Executive; or
- b) the Finance and Services Officer, in the case of the President; or
- c) the Chief Executive, in the case of any other person.

No person reporting in good faith a suspected breach of the Code of Ethics should be concerned about retaliation.

Waivers

No waiver of any provision of this Code of Ethics shall be made unless granted by the Executive Committee.