



# boabc

Serving the Province of British Columbia for over 50 years

<b>TITLE:</b>	<b>CODE OF ETHICS, PROFESSIONAL CONDUCT, RULES OF PROFESSIONAL CONDUCT</b>	<b>2.7.1</b>
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**DATE APPROVED:** January 24, 2010

**SIGNED:** Frankie Victor (Secretary)

## **POLICY**

The purpose of the Code of Ethics, Professional Conduct and Rules of Professional Conduct is to give general statements of ethical conduct in order that Members of Committees and other persons acting on behalf of the BOABC may fulfill their duty to the public, the profession and the members of the Association.

All Members of Committees and other persons acting on behalf of the BOABC shall act at all times with fairness, courtesy, loyalty and good faith to their associates, employers and the public. They shall uphold the values of truth, honesty and trustworthiness and shall strive to safeguard human life and welfare and the environment in the performance of their professional duties.

### **General Standards of Personal Conduct**

All Executive Committee, committee members and other persons acting on behalf of the BOABC shall:

- Respect the rights, dignity and worth of all other persons.
- Be responsible first and foremost to the welfare of the BOABC regardless of how he/she becomes a member of the Executive Committee or committee member.
- Conduct themselves openly, professionally, lawfully and in good faith in the best interests of the BOABC.
- Behave with appropriate decorum.
- Be fair, equitable, considerate and honest in all dealings with others.
- Exercise due diligence in upholding their fiduciary responsibility to the membership of the BOABC.
- Respect the confidentiality appropriate to issues of a sensitive nature and pay particular attention to the rights of members.
- Ensure that all other Executive Committee and committee members are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight in Board and committee meetings.
- Respect the decisions of the majority of the Executive Committee and committees and resign if unable to do so.
- Commit the time to attend meetings of the Executive Committee and committees and to be diligent in their preparation for and participation in discussions.

### **Application**

The President shall ensure that all Executive Committee, committee members and other persons acting on behalf of the BOABC are aware of their responsibilities as set out in the Code of Ethics, Professional Conduct and Rules of Professional Conduct. Failure to comply may be cause for removal of an Executive Committee, or committee member, or termination or suspension of such duties as they are carrying out on behalf of the BOABC.

### **Duties of the President**

The President, in addition to duties prescribed in BOABC Bylaw 17, shall have the following responsibilities to ensure knowledge of and compliance with the Code of Ethics, Professional Conduct and Rules of Professional Conduct:

- Ensure that the Code of Ethics, Professional Conduct and Rules of Professional Conduct is reviewed annually at the first meeting of the Executive Committee, or as soon as practical after the election of the Executive Committee members.
- Ensure that all Executive Committee members complete and sign the Notice of Compliance and that such Notice is updated upon election or re-election at the first meeting of the Executive Committee after the Annual General Meeting. The Notice of Compliance is attached as Appendix A to this Policy Manual. (Note: Executive Committee members may complete one Notice listing all applicable positions held).
- Advise Executive Committee members if their conduct appears to be in breach of the Code of Ethics, Professional Conduct and Rules of Professional Conduct, and if necessary, assist Executive Committee members to achieve compliance.
- Assist Committee Chairs to ensure that committee members comply with the Code of Ethics, Professional Conduct and Rules of Professional Conduct.

### **Duties of the Committee Chairs**

Each Committee Chair shall have the following responsibilities to ensure knowledge of and compliance with the Code of Ethics, Professional Conduct and Rules of Professional Conduct:

- Ensure that the Code of Ethics, Professional Conduct and Rules of Professional Conduct is reviewed at the first meeting of any newly formed committee, or as soon as practical after the appointment of any new member to the committee.
- Ensure that all committee members and other persons acting on behalf of the BOABC through the committee complete and sign the Notice of Compliance and that such Notice is updated annually, usually at the first meeting of each committee after the Annual General Meeting. The Notice of Compliance is attached as Appendix A to this Policy Manual. (Note: members who have been appointed to more than one committee may complete one Notice listing all applicable positions held).

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- Advise the President annually that all committee members and other persons acting on behalf of ACBOA through the committee have signed/updated their Notice of Compliance.
- Advise committee members and other persons acting on behalf of the BOABC through the committee if their conduct appears to be in breach of the Code of Ethics, Professional Conduct and Rules of Professional Conduct and if necessary, assist such members and persons to achieve compliance.
- Advise the President if any committee member or other person acting on behalf of the BOABC through the committee is in breach of the Code of Ethics, Professional Conduct and Rules of Professional Conduct.

### **Annual Undertaking**

Undertakings to abide by the Code of Ethics, Professional Conduct and Rules of Professional Conduct shall be completed by signing the Notice of Compliance each year by the Executive Committee, committee members and all other persons acting on behalf of the BOABC.

Approved