

Policy CG-6 Code of Conduct for Council Members

N.B. The APEGBC Procedure "Implementation of Council's Code of Conduct" does not form part of Policy CG-6, but is appended for information. It describes the procedure arising from an alleged breach of the Code of Conduct.

Preamble

The following Code of Conduct shall bind Council members, including elected, appointed and ex-officio members. All Council members will be expected to sign a copy of the Oath or Affirmation of Office, also set out in this policy, at the beginning of their term.

Code of Conduct

1. **Professional Behaviour.** Council members are expected to behave in an ethical, businesslike and lawful manner. They should conduct themselves honestly and ethically, and in a manner that maintains and enhances the public's trust in the engineering and geoscience professions. Council members shall act impartially and with integrity, and shall exercise the degree of care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances. Council members should always observe proper decorum and should treat one another and staff with respect and courtesy.
2. **Council Decisions.** Council members should discuss all issues freely and openly at Council meetings, presenting both supporting and contrary points of view, regardless of their memberships in any committees reporting on the issues. They should vote in the public interest in the practice of the professions, and – unless there is a conflict with the public interest – in the best interests of the membership as a whole. They are expected to accept and respect Council decisions. Unless specifically delegated to do so, they are not authorized to speak on behalf of Council regarding its decisions.
3. **Conflict of Interest**
 - 3.1 Council members must avoid conflicts of interest, and must disclose any real, perceived or potential conflict of interest. If in doubt, they should disclose to the President or the CEO potential or perceived conflicts, so as to discuss and agree upon the appropriate action. Should a Council member be under consideration for employment with APEGBC, or should a Council member seek to, or participate in a proposal to, engage in any private business or personal services with APEGBC, she/he must withdraw from Council deliberations, voting, and access to information, so as to assure procedurally-controlled access to information and competitive opportunity. For clarity, members of Council are not in a conflict of interest once the provision of their services to APEGBC has been procured following APEGBC's procurement policy and practices that offer a fair competitive opportunity for all qualified service providers.
 - 3.2 A Council member who has been served with a *Notice of Inquiry* by APEGBC on matters that are relevant to the work of Council or a committee, should immediately cease participating in the related work of the Council or committee until the complaint is

resolved.

- 3.3 When Council must decide upon an issue about which a Council member has an unavoidable conflict, that member shall declare the conflict, and absent himself/herself without further comment from the deliberation and vote.
4. **Discipline Hearing.** A Council member who is found guilty in a *Discipline Hearing* is expected to resign from Council.
5. **Confidentiality.** Councillors should not divulge any confidential information unless authorized to do so or required to do so by law. The proceedings of any parts of meetings of Council or a committee that are deemed to be confidential, including in-camera and closed (i.e. in-camera, but attended by the appropriate staff) portions, including the minutes and records, shall be kept in confidence by all attendees.
6. **Individual Authority.** Council members may not attempt to exercise individual authority over APEGBC except as explicitly set forth in Council policies. Unless specifically delegated to do so, Council members do not have authority to direct the CEO & Registrar or staff or other members of Council; and they have no authority to speak on behalf of Council to the public, media or other entities.
7. **Reporting of Non-Compliance.** A Council member shall report any serious non-compliance of this Code committed by another Council member, when such an offence becomes known to or is reasonably suspected by that Council member. A report must be made to the President unless the non-compliance involves the President, in which case the report must be made to the Vice-President.

[APEGBC assures every Council member that it will not carry out or, to the fullest extent reasonably within its power, permit any retribution or retaliation of any kind for reports made in good faith regarding known or reasonably suspected instances of non-compliance with this Code.]

Oath or Affirmation of Office

As a member of the Council of the Association of Professional Engineers and Geoscientists of the Province of British Columbia, I declare and affirm that I will carry out my roles and responsibilities to the best of my ability and in the best interest of the public and the engineering and geoscience professions, and that I will adhere to and be bound by the Code of Conduct for Council members.

So help me God [Those persons affirming may omit this phrase].