



## CODE OF CONDUCT POLICY



## POLICY

Subject/Title <b>HQCA Code of Conduct Policy</b>	Reference Number <b>1012</b>
Approving Authority <b>Council</b>	Effective Date: <b>January 28, 2010</b>
Classification <b>Governance Processes</b>	Date Revised
	Review

### **Reason For Policy**

Effective governance by the Council is achieved by Council members fulfilling their roles and responsibilities with the highest standards of conduct. Members shall perform their duties in a manner that will instill public confidence in the abilities and integrity of the Council. Council members are committed to the following Council Members' Code of Conduct:

### **Applicability**

Council members and employees of the HQCA.

### **Policy Statements**

1. Council members shall perform their duties with due diligence, honesty, impartiality and in good faith and in accordance with Council and HQCA policy and relevant provincial legislation and Government of Alberta policies.

2. Council members shall regularly attend meetings, adequately prepare for the other duties expected of a Council member, and use their knowledge and expertise when dealing with the affairs of the Council.
3. Council members shall keep informed as to the policies, business and affairs of the HQCA.
4. Council members shall not interfere with the HQCA's operational decisions and responsibilities or with the day-to-day operation of the HQCA.
5. Council members shall keep confidential any information disclosed or discussed at an *in-camera* or closed *in-camera* meeting of the Council.

Council members who are members of a professional regulatory college have a duty to report to their respective professional college when they feel that the college standards of practice have been breached. Any act of disclosure by a Council member to their professional college shall be brought forward to the Committee of the Whole for discussion. If a Council member determines their duty to report to the college overrides any decision to the contrary determined by the Committee of the Whole, the Council member must inform the Committee of this decision.

6. Council members and employees shall not knowingly take advantage of, or benefit from, information that is obtained in the course of their official duties and responsibilities and that is not generally available to the public.
7. No Council member shall purport to speak on behalf of the Council unless authorized by the Council to do so. Council members shall adhere to the Council's Media Relations Policy.
8. Council members shall refrain from engaging in conduct that would discredit or compromise the integrity of the Council or the HQCA.
9. Council members shall not use their office to advance their interest or interests of any person or organization with whom they are associated. Council members should disclose any private interest or potential private interest and should take no further part in or be present at any further discussion by the Council of the private interest or potential private interest disclosed (refer to the Council's Conflict of Interest By-law).

10. Council members shall not use their office to obtain employment with the HQCA for themselves or any family members (family member means the parent, spouse, child of the person, or any other related person occupying the same residence). If a Council member wishes to apply for employment with the HQCA the Council members shall first resign their Council position.