

# Policies + Procedures

## 6.5 CODE OF CONDUCT DOCUMENT FOR ELECTED/APPOINTED POSITIONS

<b>Date Drafted:</b>	Sept. 8, 2009
<b>Date Approved:</b>	November 1, 2011
<b>Date Revised:</b>	August 28, 2013

### INTENT

Individuals in elected/appointed positions (the “representatives”) are required to carry out their responsibilities in a manner, which reflects the unbiased representation of ACAD students.

### SCOPE

This policy applies to all ACADSA representatives in elected/appointed positions.

### POLICY

- Representatives are expected to serve the best interests of students.
- Representatives shall use honesty and integrity in all meetings and business of the Association.
- Representatives shall maintain in confidence any confidential information revealed to them in their capacity as elected/appointed representatives of the Association.
- Representatives shall comply with all ACADSA Bylaws and Policies and Procedures.
- Representatives who resign their position during their elected/appointed term must provide written notice of resignation to the Executive Committee.
- Any breach of this code may result in disciplinary action from the SLC, including dismissal.

### PROCEDURES

- Each representative shall sign a Code of Conduct Document upon acceptance of election or appointment.
- Any complaint against a representative, including violation of the Code of Conduct Document, shall be managed as follows:
  - a. The Director of Governance & Leadership or designate shall hold a meeting with the representative to discuss the complaint and attempt to resolve the situation.
  - b. Where the problem persists, the representative shall receive a written warning from the Executive Committee.
  - c. Where the problem persists after the representative has received a written warning, the representative shall be dismissed with just cause.
- A breach of the Code that is serious enough, such as fraud, theft or a violent act, shall result in immediate dismissal and be reported to the authorities.

#### 4.5 EMPLOYEE/ELECTED REPRESENTATIVE CONFLICT OF INTEREST

<b>Date Drafted:</b>	Sept. 8, 2009
<b>Date Approved:</b>	November 1, 2011
<b>Date Revised:</b>	July 4, 2013

##### INTENT

Employees/Elected Representatives are required to support and advance the interests of the organization and avoid placing themselves in situations where their personal interests actually or potentially conflict with the interests of ACADSA or its members.

##### SCOPE

The policy applies to all full-time ACADSA employees, all part-time ACADSA employees and all ACADSA Elected Representatives.

##### POLICY

A conflict of interest refers to a situation in which private interests or personal considerations may affect an employee's/elected representative's judgment in acting in the best interest of ACADSA or its members. It includes using an employee's/elected representative's position, confidential information or corporate time, material or facilities for private gain or advancement or the expectation of private gain or advancement. A conflict may occur when an interest benefits any member of the employee's/elected representative's family, friends or business associates.

##### Conditions

The rules and examples that follow do not exhaust the possibilities for conflict of interest, but they identify obvious situations covered by the policy.

##### A. Special Treatment

Employees/elected representatives are not allowed to use their positions to give anyone special treatment that would advance their own interests or that of any member of the employee's/elected representative's family, their friends or business associates.

##### B. Awards

- Employees/elected representatives are not eligible for ACADSA administered or funded academic scholarships.
- Employees/elected representatives are eligible for ACADSA administered or funded bursaries and non-academic awards.
- SLC Representatives are eligible for ACADSA administered or funded scholarships so long as they are not on the jury that evaluates the submissions.

\*Review ACAD Conflict of Interest

**C. Juries**

Jury members are not eligible for the scholarship/bursary/award or programming that their jury determines.

**D. Executive**

Executive may participate in ACADSA programming; including but not limited to the MNG, as long as the proper procedures are followed.

**PROCEDURES****A. Requirements to Report Conflict of Interest**

If employees/elected representatives or their family members, friends or business associates have a personal or financial interest that might present a conflict or bias in connection with their duties as ACADSA employees, they must report this conflict to the direct supervisor in writing.

**B. Failure to Comply with the Policy**

Employees of ACADSA and/or the SLC who fail to comply with this policy are subject to disciplinary action up to and including dismissal.

**C. Responsibilities**

ACADSA must make the policy available to all employees.

- Each employee shall sign a Conflict of Interest Document upon commencement of employment.