

Code of Conduct and Ethics Declaration Procedure

1. Introduction

The College of Acupuncturists of Alberta (the College) is a public agency that is accountable to the Minister of Health to oversee the Acupuncturist Profession in Alberta. The conduct and behaviour of Council members and employees must meet high standards to ensure the continued credibility of the College. To this end, the College has established a Code of Conduct and Ethics Policy (the Code). All Council members and employees must acknowledge that they have read, understood, and will comply with this policy.

2. Purpose

The purpose of this procedure is to establish the actions required from Council members and employees to verify that they consent to the College's Code of Conduct and Ethics Policy.

3. Definitions

Employee: means a person engaged by the College to perform a service in accordance with an employment agreement.

Member: means an individual appointed to the Council, and regulatory committees.

4. Procedure

- 4.1 Every member or employee, upon their appointment to or employment with the College, must read the Code and complete the *Code of Conduct and Ethics Form*, indicating that they have read, understood, and agree to comply with the Code.
- 4.2 Council members shall also take an *Oath of Confidentiality*.
- 4.3 Annually, every member will review the Code and confirm that they will continue to comply with the Code.
- 4.4 Every employee will review the Code on an annual basis and confirm that they continue to comply with the Code. Employees will receive an electronic reminder to review and consent to the Code on an annual basis from the Chief Executive Officer.
- 4.5 Employees will consent to the Code on an annual basis by signing the *Code of Conduct and Ethics Form* or via an electronic acknowledgement.

- 4.6 Members and employees are responsible for understanding the Code and should direct any questions about the Code in the first instance to the Chair of the Council or, in the case of employees, to the Chief Executive Officer.

5. Authority

This procedure is established under the authority of Section 6 of the Act and Article 4.1 of the College bylaws.

6. Scope

This policy applies to all Council members, committee members and employees.

7. Related Policies and Procedures

- G.1.1 Code of Conduct and Ethics Policy
- G.1.1.2 Conflict of Interest Procedure

8. Version History

Date	Notes
August 13, 2022	New policy