



# Code of Conduct and Ethics Policy

## 1. Introduction

The College of Acupuncturists of Alberta (the College) is guided by its core values: Integrity, Drive, Collaboration, Innovation, and Leadership. Every Council member, Regulatory Committee member, and employee of the College occupies a position of trust.

This Code of Conduct and Ethics Policy affirms the commitment of the College to uphold high ethical standards and to specify the basic norms of behaviour for all appointed members and employees. Appointed members and employees must be above reproach in their professional dealings and refrain from outside activities that might bring the College into dishonour or compromise the College's reputation.

## 2. Purpose

This policy provides guidance and clarity on the conduct and behaviours expected of all appointed members and employees.

## 3. Definitions

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

**Gift:** means something given voluntarily without payment in return, such as goods, services, food, beverages, entertainment, and product discounts.

**Appointed Member:** means an individual appointed to the Council and Regulatory Committees.

## 4. Policy

### Expectations

4.1 Appointed members and employees must be above reproach in their professional dealings and refrain from outside activities that might bring the College into dishonour or compromise the College's reputation. All members and employees are expected to:

4.1.1 Demonstrate respect for the dignity and individuality of all persons by:

4.1.1.1 promoting an environment that is free of any form of harassment, abuse, disrespect, or disorderly, disruptive, discriminatory, or other unprofessional conduct;

4.1.1.2 refraining from behaviours that interfere with or disrupt the private or work life of others; and

4.1.1.3 treating confidential information appropriately.

- 4.1.2 Demonstrate a high standard of personal conduct at the College and in other activities related to the College by:
  - 4.1.2.1 upholding the law;
  - 4.1.2.2 refraining from behaviour that misrepresents the College, harms the College's reputation, or otherwise brings the College into disrepute;
  - 4.1.2.3 using good judgement and not engaging in inappropriate behaviours; verbal, physical, or emotional abuse; or harassment;
  - 4.1.2.4 refraining from inappropriate possession, excessive consumption, or performing duties under the influence of any intoxicating substance;
  - 4.1.2.5 refraining from the use of a position of trust to receive special benefits or consideration, financial, or material gain;
  - 4.1.2.6 appropriately using any real or perceived position of authority; and
  - 4.1.2.7 declaring conflicts of interest and recusing oneself from decisions where a conflict or perceived conflict of interest may exist.
- 4.1.3 Respect and safeguard College assets and the property of others by working to create an environment that treats these assets with respect and does not condone:
  - 4.1.3.1 theft, vandalism, or damage of property;
  - 4.1.3.2 unauthorized use or entry to any space or property;
  - 4.1.3.3 inappropriate use of information technology; and
  - 4.1.3.4 violation of civil or criminal statutes.
- 4.1.4 Practice integrity by supporting others in adherence to the College's Code of Conduct and Ethics Policy.
- 4.1.5 Conduct work relations openly, honestly, and with respect and professionalism.
- 4.1.6 Ensure integrity and impartiality in decision making.
- 4.1.7 Adhere to College policies and procedures.

#### Penalties, Consequences, and Duty to Report

- 4.2 Every appointed member and employee has a duty to adhere to this Code. Appointed members and employees who do not comply with any provisions of this Code may be subject to disciplinary action up to and including removal of the appointed member or termination of the employee.
- 4.3 Members and employees should report suspected violations of this policy.

- 4.4 A member or employee reporting a suspected Code violation related to discrimination, harassment, or workplace violence should refer to the Respectful Workplace Violation Response Procedure or the Workplace Violence Response Procedure.
- 4.5 For all other matters, the member or employee should refer to the Code of Conduct and Ethics Violation Reporting Procedure.
- 4.6 A member or employee who truthfully and in good faith reports a potential breach of this Code shall be protected from reprisal for such reporting.

#### Acknowledgement

- 4.7 Appointed members and employees are required, upon their appointment or employment with the College, to acknowledge that they have read and will comply with this policy. Appointed members are to reaffirm acknowledgement that they have read and will comply with this policy every three years thereafter, and employees are to reaffirm acknowledgement annually.

#### Additional Information

- 4.8 Additional information on selected topics is provided below:

##### Acceptance and Declaration of Gifts

- 4.8.1 Appointed members and employees must ensure that gifts of any value are never accepted from individuals or organizations where there is an actual or perceived conflict of interest.
- 4.8.2 Gifts may be accepted at the discretion of the appointed member or employee, when the gift is the normal exchange of hospitality between persons doing business together, a token or memento exchanged as part of business protocol or is received as a routine presentation of a gift for participation in a public function, and the individual gift has an approximate value of \$200 or less. Cash may not be accepted regardless of value.
- 4.8.3 Gifts should not be accepted if they have an approximate value exceeding \$200 or where the accumulative approximate value of gifts from a single source in a calendar year exceeds \$400. Where appropriate, the gift should be returned to the sender, along with an appropriate explanation citing the College's policy.
- 4.8.4 All gifts accepted under 4.8.2 that exceed an approximate value of \$100, or where the approximate accumulative value from a single source exceeds \$100, must be reported to the Chief Executive Officer, who will annually report on gifts accepted to the Council.

##### Dealings with Public Officials

- 4.8.5 All dealings between members or employees and public officials are to be conducted in a manner that will not compromise the integrity or reputation of any public official or the College.

#### Disclosure of Confidential Information

- 4.8.6 Members and employees shall respect and maintain the confidentiality of information pertaining to the College's business to which they become aware of through their employment or position with the College and may not use or disclose such information without the express consent of the College.

This requirement of confidentiality applies during the course of employment and continues after an employee leaves employment and a member's term ends with the College.

#### Political Contributions

- 4.8.7 As a non-partisan statutory corporation, the College does not engage in political activity. The use of funds, goods, or services of the College as contributions to political parties, candidates, or campaigns is not allowed. Contributions might include money or anything having value, including advertising, services, entertainment, trips, use of facilities, or use of other assets of the College.

While contributions made as a private citizen are acceptable, no member or employee will be reimbursed for any political contributions made using the College's resources. Political activities must be clearly separated from activities related to an individual's duties and responsibilities with the College.

A member must not wear College-branded items when campaigning for a political party.

#### The Law

- 4.8.8 Members and employees must comply with all applicable laws and legal requirements in the course of business or at any time when acting in the capacity of a member or an employee of the College.

#### Other Policies and Procedures

- 4.8.9 The Chief Executive Officer has been delegated responsibility for establishing policy and procedure relating to College operations. A number of these documents apply to both members and employees. Please refer to the Related Policies and Procedures section of this policy for a listing of these documents.

## 5. Authority

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

## 6. Scope

This policy applies to all Council and Committee members and College employees.

## 7. Related Policies and Procedures

### Corporate Governance Policies and Procedures

- G.1.1.1 Code of Conduct and Ethics Declaration Procedure
- G.1.1.2 Conflict of Interest Declaration Procedure
- G.1.1.3 Code of Conduct and Ethics Violation Reporting Procedure

### Operations Policies and Procedures

- Respectful Workplace Policy (TBD)
- Respectful Workplace Violation Response Procedure (TBD)
- Workplace Violence Response Procedure (TBD)
- Alcohol and Drugs Policy (TBD)
- Social Media Policy (TBD)
- Access to Information and Protection of Privacy Policy (TBD)
- Information Technology Policy (TBD)

## 8. Version History

Date	Notes
August 13, 2022	New policy
September 22, 2022	Addition of the declaration form
September 6, 2024	Updated to add values

## Code of Conduct and Ethics Declaration Form

I have received and read the College of Acupuncturists of Alberta's (the College's) Code of Conduct and Ethics Policy (the Code). I understand the standards and policies contained in the Code and that there may be additional policies or laws specific to my role and/or location of my employment. I agree to comply with the Code.

If I have questions concerning the meaning or application of the College Code, any College policies, or the legal and regulatory requirements of my role, I will consult the Council Chair or Chief Executive Officer, knowing that my questions or reports to these sources will be maintained on confidence.

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Printed name

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Date

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Signature