

Code of Conduct for PAFSO ExCom

August 2021

Although the Code of Conduct cannot anticipate every possible situation, ExCom members are expected to act honestly and in good faith, in a professional and ethical manner, and in a manner consistent with PAFSO's Mission, Vision and Values. They must never conduct themselves in a way that brings disrepute to the organization.

The Governance Committee is responsible for the administration of the Code of Conduct, including any matters regarding its interpretation. Any breaches of the Code should be brought to the attention of the committee through the President, or, if the breach involves the President, through the Executive Vice President.

Members found to be in violation of the Code may be asked to resign by the Governance Committee or may take the matter to the full ExCom to be decided by majority vote. In such cases, the ExCom may impose penalties up to and including dismissal from the committee and ineligibility for future service for a length of time proportionate to the misconduct, as determined by the members of the ExCom.

The Governance Committee will ensure that each new ExCom member receives and understands their responsibilities under the Code. President is responsible for promoting ExCom members' continuing awareness of and compliance with the Code.

Each individual has a responsibility to read, understand, and comply with any revisions to this code of conduct and to take part in any relevant training to familiarize them with their responsibilities under the code.

ExCom members must:

1. Uphold the mission, mandate and values statements of PAFSO and conduct themselves in a manner that promotes respect for and confidence in the organization.
2. Ensure that they understand their fiduciary duties and legal obligations to PAFSO and that those duties are upheld.
3. Not divulge or use information obtained in the performance of their duties, which is not already available to the public, for their own benefit or the benefit of others, and take all reasonable measures to safeguard such information.
4. Not comment publicly, including on social media platforms, on internal ExCom issues or decision-making unless previously agreed by ExCom. When commenting on broader PAFSO issues, ExCom members should make clear that they are doing so in their personal capacities unless authorized by ExCom to speak on its behalf.

5. Identify learning and development interests and actively participate in activities designed to enhance their professional competence and knowledge throughout their mandate.
6. Prepare themselves for effective decision making at meetings by reviewing all documentation provided and participating in any preparation meetings in order to seek more background if needed.
7. Seek to contribute to the overall effective and efficient delivery of PAFSO's mandate, and act in the best interests of the association even as they bring the perspective of their streams to the discussion.
8. Act to promote and preserve the accountability and independence of PAFSO.
9. Encourage and support the collegial operation of the Executive Committee and the PAFSO office by ensuring that ExCom meetings and interactions take place in an inclusive environment where everyone is treated with respect and dignity and is free from harassment and discrimination based on
 - 10. Foster a positive work environment that respects the staff collective agreement, promotes equity and freedom from discrimination and harassment for both staff and ExCom members and ensures everyone is treated with dignity and respect.
11. Respect the role of the Executive Director and channel any requests to staff through them via the President.
12. Ensure that the resources provided to the ED are adequate to fulfill PAFSO's mission.
13. Respect the rules governing meetings of the ExCom and other committees, including the agenda, and conduct exchanges of views, information and opinions in a transparent and respectful way.
14. Respect the confidentiality of ExCom discussions and not share opinions and views expressed by other ExCom members with outside parties.
15. Support ExCom decisions after they are made even if they did not vote for the decision and communicate externally with "one voice."
16. Familiarize themselves with the provisions of the *Conflict of Interest Act* and with PAFSO's Conflict of Interest Guidelines and take all reasonable measures to ensure their compliance.
17. Recuse themselves from any review or decision-making process in which the member's participation may result in a reasonable apprehension of bias or conflict of interest.

18. Avoid involvement in outside activities that are, or would appear to be, incompatible with their responsibilities and duties or that could call into question their independent exercise of judgment, integrity and impartiality.

19. Not accept, directly or indirectly, any gifts, favors or benefits of any kind, which might reasonably appear to call into question their independent exercise of judgment, integrity or impartiality. ExCom members may be guided in this by the principles set out in the Values and Ethics Code for the Public Sector.

20. Remove themselves from the ExCom in situations where a majority of ExCom members deems that their continued presence on the ExCom may cause embarrassment to PAFSO as an institution or undermine the confidence of the membership in the ExCom.

21. Promote the use of both official languages and support all members and staff in using the official language of their choice at meetings of the ExCom, its committees, or other PAFSO-related activities and events.

22. Respect and ensure compliance with the terms and conditions outlined in the FS collective agreement.

23. Refrain from using inappropriate influence to interfere with the representation provided by PAFSO labour relations advisors regarding their own or other members case files.