

## Council Policy

Policy Title	Council Code of Conduct
Date Created	February 2020
Date of next Review	February 2022

### 1. POLICY STATEMENT

This Code of Conduct sets out fundamental principles and practices for proactively avoiding conflicts of interest, upholding ethical conduct, ensuring high standards and maintenance of integrity to protect the reputation of Council and the College of Physicians and Surgeons of Alberta (CPSA).

### 2. PURPOSE

The purpose of this policy is to set out standards and expectations to guide Council members to take all reasonable steps so the conduct of Council is one that inspires confidence and trust and demonstrates integrity, professionalism and impartiality of the decisions made by Council.

### 3. SCOPE

The policy applies to all members of Council, including those appointed, elected or sitting as recognized non-voting members.

### 4. RESPONSIBILITIES

- a. Council promotes and expects of itself and its members ethical and businesslike conduct. This commitment includes proper use of authority and respectful decorum in group and individual behavior when acting as Council members. Council members are expected to be prepared for all meetings and willing to engage in respectful, constructive debate with the intent of enabling Council to make informed decisions.
- b. Council members should commit to be diligent in communicating with each other and the CPSA staff regarding Council business. Council members should provide timely feedback to surveys, email questions regarding availability, phone calls and other methods of communication that are directly related to Council business. Council members should be diligent in

notifying the President or their committee Chair when they will not be able to attend meetings.

- c. Council members acknowledge and accept a fiduciary relationship with the public and the medical profession of Alberta. This fiduciary responsibility requires close attention to avoid real or perceived conflicts of interest related to membership on other boards or staff, advocacy or interest groups, or personal concerns of a Council member.
  - i. If there is a real, potential or perceived conflict of interest, which could alter a Council member's primary commitment to the mission, vision, and goals of the CPSA, that Council member should:
    - demonstrate integrity and honesty, and disclose the conflict of interest, and
    - be prepared to remove themselves from participation in, or voting on, the matter under consideration.
  - ii. There should be no self-promotion or conduct of private business or personal services between any Council member and the organization, except as procedurally controlled to assure openness, competitive opportunity and equal access to "inside" information.
  - iii. Council members should not unfairly use their Council position to obtain employment in the organization for themselves, family members or close associates.
  - iv. Should a Council member be considered for employment, they should temporarily withdraw from Council deliberations, voting and access to applicable Council information.
- d. Council members may not attempt to exercise individual authority over the organization except as explicitly set forth in Council policies.
  - i. Council members' interaction with the Registrar or with staff should recognize the lack of authority of any individual Council member or group of Council members except as noted above.
  - ii. Council members' interaction with the public, the media or other entities should recognize the limitation and lack of authority of any Council member or Council members to speak for Council except with regard to established Council policies. Council members are encouraged to interact with the public and the profession within these limitations.
  - iii. Council members do not make judgments of the performance of the Registrar or the staff except when the performance is assessed against explicit Council policies by an official process.

- e. Council members will protect the confidentiality of all matters considered by Council unless such matters have been approved for release as public information.

## 5. APPROVAL

This policy requires approval by the CPSA Council.

## 6. AUTHORITY DOCUMENTS

Initial approval of this policy was through Council Motion on February 27, 2020.

See also [Health Professions Act Section 5 & 6](#)

## 7. SUPPORTING DOCUMENTS

Confidentiality and Non-disclosure Agreement

Councillor’s Oath

Annual Conflict of Interest Declaration

## 8. DOCUMENT HISTORY

VERSION NO.	Version Date	DESCRIPTION OF CHANGE
1	February 27, 2020	Initial Policy
2		
APPROVAL	DATE	Signature
Council Motion #C05-20	February 27, 2020	