



POLICY AND PROCEDURE MANUAL

POLICY	<i>Code of Conduct</i> for Board Directors and Committee Members		
SECTION	Framework and Governance	POLICY #	I – 2(a)
DATE CREATED	June 2018	DATE LAST REVISED	June 2024
NEXT REVIEW DATE	2026/2027	DATE LAST REVIEWED	May 2024

POLICY STATEMENT

This *Code of Conduct* serves to provide the Board and its Committees with high standards of conduct to guide and support their work in the best interests of the College, its legislative mandate, and the public. The Board Directors and Committee members have a responsibility to effectively regulate the profession of psychology and applied behaviour analysis in the public interest. In doing so, members are expected to comply with, support and promote, the principles set out in this *Code*. Each individual and the Board or Committee as a whole, is accountable for its conduct and performance.

LEGISLATION, BY-LAWS AND POLICIES

1. The Board Directors and Committee members shall:
 - a. be familiar and comply with the provisions of the *Regulated Health Professions Act, 1991 (RHPA)*, its regulations and the Health Professions Procedural Code being schedule 2 of the *Psychology and Applied Behaviour Analysis Act, 2021* and its regulations, and the By-laws and policies of the College;
 - b. place the public interests mandate of the College, the Board and Committees above self-interest;
 - c. avoid and, where that is not possible, declare any appearance of, or actual, conflicts of interest, in accordance with College Policy I – 6 Conflict of Interest and Reasonable Perception of Bias; and,
 - d. preserve confidentiality of all information before the Board or Committees, in accordance with Section 36 of the *Regulated Health Professions Act, 1991* and College Policy I - 5 Confidentiality Obligations & Handling of Confidential Materials.

MEETINGS AND DECISIONS

2. The Board Directors and Committee members shall:
 - a. be prepared to participate in Board meetings and Committee work, including reading background materials and briefing documents;
 - b. participate actively on Committees as appointed by the Executive;
 - c. regularly attend meetings and participate constructively in discussions;
 - d. offer opinions and express views on matters before the College, the Board and Committees, when appropriate;
 - e. participate in all deliberations and communications in a respectful, courteous and professional manner, recognizing diverse backgrounds, skills and experience of other Board Directors and Committee members;

- f. without restricting the opportunity for Board Directors to openly discuss any matter, uphold the decisions made by the Board and Committees regardless of the level of prior individual disagreement; and,
- g. refrain from attempting to influence a Committee decision regarding an individual unless one is a member of the panel or the Committee dealing with the matter.

GENERAL

- 3. The Board Directors and Committee members shall:
 - a. be respectful of others and not engage in behaviour that might reasonably be perceived as verbal, physical or sexual abuse or harassment;
 - b. promote equity, diversity, and inclusion with the College Board and Committees and be sensitive and respectful of the diversity of others;
 - c. respect the boundaries of staff whose role is not to report to or work for individual Director or Committee member;
 - d. refrain from including or referencing Board or Committee positions held at the College in any personal or business promotional materials, advertisements or business cards. Referencing one's titles or positions held at the College in one's curriculum vitae is acceptable so long as this is not used overtly in a promotional manner; and,
 - e. respond to communications from the Board Directors and Committee members and staff regarding Board and Committee business, in a timely manner; and,
 - f. recognize the right of the public and of registrants to be heard and respected.

ACCOUNTABILITY

- 4. It is the responsibility of each Director and Committee member to hold themselves accountable for behaving in accordance with the *Code of Conduct*. In addition, Directors and Committee members have a responsibility to hold each other accountable for behaving in accordance with the *Code of Conduct*.

HANDLING CONCERNS

- 5. If a Director or Committee member has concerns that the behaviour of another Director or Committee member does not reflect the *Code of Conduct*, the Director or Committee member is expected to:
 - a. discuss their concern with the Director or Committee member whose conduct was perceived to be of concern;
 - b. if such a discussion is not appropriate under the circumstances, or if following such a discussion, the Director or Committee member does not recognize the problem and take appropriate action or the behaviour continues, bring the matter to the attention of the Board Chair for behaviours at the Board or regarding a Committee Chair, or to the Committee Chair for behaviours at Committees.
- 6. After a review of the concern regarding a Director, the Board Chair may meet with the Director and provide individual coaching. At any time, the Board Chair may seek advice from the Executive Committee and/or the Registrar.