



# The Canadian Association of Critical Care Nurses

## CODE OF CONDUCT POLICY

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This Code of Conduct represents the Association's commitment to high standards. It should be regarded as minimum expectations for performance. Members\* who fail to comply with the Code of Conduct policy shall be considered in violation of the agreement and will be subject to appropriate remedial/corrective action\*.

1. Compliance with Laws
  - a. Members will conduct the Association's business in accordance with applicable legislation, including but not limited to: the Canada Not-for-Profit Act, Canada Revenue Act, Employment Standards Code of Ontario, the Personal Information Protection and Electronic Documents Act (PIPEDA), the Canada Anti-Spam Legislation (CASL) and the Canadian Human Rights Code.
2. Compliance with the Policies of the Association
  - a. Members will comply with the policies and by-laws of the Association, as they relate to their position. This includes conflict of interest and information management policies.
3. Conflict of Interest
  - a. Members must act in the best interests of the Association and avoid situations where their personal interest or relationships interfere with acting in good faith on behalf of the Association.
  - b. Members may not engage in activities that conflict with the interests of the Association, that may negatively impact the reputation of the Association, or that interfere with performance on the board, chapter executive and/or committees.
  - c. Members disclose one's involvement with other Associations, businesses or individuals where such a relationship might be viewed as a conflict of interest (see Conflict of Interest Policy).
4. Gifts or honoraria
  - a. It is not permissible for Members to offer or accept gifts, gratuities, excessive favours or personal rewards intended to influence the Association's decisions or activities.
  - b. It is permissible for Members to accept gifts of a nominal value (e.g. pens, calendars, advertising items) in recognition of work well done.
  - c. Members are not permitted to accept cash under any circumstances (exception, Chief Operating Office accepting payment for services such as membership fees, tuition fees, activity fees at conferences).

\* Members includes all members of the Association

- d. Board Members, when representing the Board/Association, must turn over to the Association any honoraria they may receive.
5. Confidentiality
    - a. Members must maintain the highest standards of confidentiality regarding information obtained directly or indirectly through their involvement with the Association.
    - b. This includes information about volunteers, Board members, funders, donors, member Associations, partners, employees, contractors, and job applicants.
    - c. Members must avoid inadvertent disclosure of confidential information through casual or public discussion, which may be overheard or misinterpreted.
  6. Use of materials and property
    - a. Materials and programs developed for the Association are the property of the Association and are not to be used in situations external to the Association without prior approval.
    - b. Internet and email are to be used in a responsible and professional manner.
    - c. Members are prohibited from sending material that is threatening, obscene, hateful, racist or otherwise inappropriate.
  7. Drug and alcohol abuse
    - a. Members who attend meetings or represent the Association while under the influence of drugs or alcohol may be removed.
  8. Discrimination
    - a. Members are expected to comply with the Canadian Human Rights Code, not to discriminate because of race, religious belief, colour, gender, mental or physical disability, marital status, ancestry, age, place of origin, family status, source of income or sexual orientation.
  9. Harassment
    - a. Harassment, interpreted as unwelcome conduct, comment, gesture, contact, or intimidating and offensive behaviour likely to cause offence or humiliation, will not be tolerated and may result in disciplinary measures up to and including removal.
  10. CACCN Committee members, et al are committed to teamwork and effective decision-making. **Towards this end members shall:**
    - a. Participate in an open and transparent manner
    - b. Endeavour to act with integrity and honesty
    - c. Endeavour to represent the broader interests of members and/or stakeholders
    - d. Seek to balance their contribution as both an advisor and learner
    - e. Refrain from trying to influence other members outside of meetings that might have the effect of creating factions and limiting free and open discussion
    - f. Be willing to be a dissenting voice, endeavour to build on other director's ideas, offer alternative points of view as options to be considered and invite others to do so too
    - g. On important issues, be balanced in one's effort to understand other members and to make oneself understood
    - h. Once a decision is made, support the decision even if one's own view is a minority one

\* Members includes all members of the Association

- i. Not disclose or discuss differences of opinion with those who are not involved with the board, committee, executive. The Association should communicate externally with “one voice”
- j. Respect the confidentiality of information on all issues, with extra care to be taken when dealing with sensitive issues such as personnel matters
- k. Be an advocate for the Association and its mission wherever and whenever the opportunity arises in their own personal and professional networks
- l. Refrain from giving direction, as an individual member, to members, including board members, committee members, stakeholders, and employees, without approval from the appropriate board member
- m. Refrain from discussing or investigating the performance of members, including board members, committee members, stakeholders and employees with members or stakeholders without approval from the appropriate board member.

Failure to abide by the Code of Conduct may result in removal from the board, committee, liaison and/or ad hoc position with the Association.

Reference:

Canadian Association of Critical Care Nurses, General Operating Bylaw # 1, Article 3.05: Discipline of Members.

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