

## **VICTORIA FISH AND GAME PROTECTIVE ASSOCIATION CODE OF CONDUCT FOR BOARD AND COMMITTEE MEMBERS, AND STAFF**

This code of Conduct represents the Association's commitment to high standards of behavior as it relates to Board/Committee membership. It should be regarded as the minimum expectation for performance. A Board/Committee member who fails to comply with this policy shall be considered in violation of the Code of Conduct and will be subject to appropriate disciplinary action up to and including removal from their position.

### **Compliance with Laws**

Board/Committee members will conduct the organization's business in accordance with applicable legislation, including: Employment Standards Act, Freedom of Information and Protection of Privacy Act and Human Rights legislation.

### **Compliance with the Policies of the Organization**

Board/Committee members will comply with the policies and by-laws of the organization, as they relate to their position. This includes conflicts of interest and information management policies.

### **Conflicts of Interest**

Board/Committee members must act in the best interests of the organization and avoid situations where their personal interests or relationships interfere with acting in good faith on behalf of the organization.

Board/Committee members may not engage in activities that are in conflict with the interests of the organization or that may negatively impact the reputation of the organization, or that interfere with an employee's performance of their job.

### **Appropriate Conduct**

Board/Committee members will not at any time be guilty of any act or conduct causing or calculated to cause damage or discredit to the reputation or business of the organization.

### **Gifts or honoraria**

It is not permissible to offer or accept gifts, gratuities, excessive favors or personal rewards intended to influence the organization's decisions or activities.

It is permissible to accept gifts of a nominal value (e.g. pens, calendars, advertising items, etc) in recognition of work well done. Board/Committee members, if representing the Association, must turn over to the organization any honoraria they receive.

### **Confidentiality**

Board/Committee members must maintain the highest standards of confidentiality regarding information obtained directly or indirectly through their involvements with the organization. This includes information about Board/Committee members, member organizations, partners, employees, contractors, and job applicants.

Board/Committee members must avoid inadvertent disclosure of confidential information through casual or public discussion, which may be overheard or misinterpreted.

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### **Use of materials and property**

Materials and programs developed for the organization are the property of the organization and are not to be used in situations external to the organization without prior approval. Internet and email are to be used in a responsible and professional manner. Board/Committee members are prohibited from sending material that is threatening, obscene, hateful, racist or otherwise inappropriate.

### **Communication and Media Relations**

Board/Committee should not conduct **VFGPA related** interviews with members of the media without first consulting the President and/or designated member of the Board (Communications Director).

Board/Committee members should refrain from commenting about the organization (negative or positive) in any online forum/discussion, including those on social media sites such as LinkedIn, Facebook, or Twitter. This also applies to emails relating to the association's issues, unless the email correspondence is between volunteers belonging to the same committee/board.

All communication and/or media queries should be directed to the President or Communications Director so that the query can be assessed and an appropriate response determined. Responses should come from designated spokespersons (i.e. President or Communications Director).

### **Drug and alcohol abuse**

Board/Committee members are required to act in a professional and responsible manner at all times. Any individual whose behavior is unduly influenced by drugs or alcohol, at association events or while representing the organization, will be disciplined up to and including removal from their position.

### **Discrimination**

Board/Committee members are expected to comply with the BC Human Rights Code, and all applicable laws, and shall not discriminate by reason 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.

### **Harassment**

Board/Committee members must conduct themselves in a harassment free manner. Harassment is interpreted as unwelcome conduct, comment, gesture, contact, or intimidating and offensive behavior likely to cause offence or humiliation. Such conduct will not be tolerated and may result in disciplinary measures up to and including removal from their position

### **Conflict and Disputes**

Association reporting lines must be respected at all times. Board/Committee members with issues, concerns and/or conflicts with employees and/or other Board/Committee members should attempt to resolve the concern directly with the individual on an informal basis. (Please refer to VFGPA—Complaint Resolution Policy).

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Should the parties be unable to resolve the matter informally then the complainant should discuss their concerns with their Board/Committee Chair. Should the Board/Committee Chair be unable to resolve the issue, the Board/Committee Chair, in consultation with the complainant shall refer the matter to the President. The President will attempt to resolve the dispute through an informal process (verbal), failing which a more formal (written) process will be undertaken. (Please refer to "VFGPA – Complaint Resolution Policy").

***Failure to abide by the Code of Conduct may result in removal from the Board/Committee.***

I have read this Code of Conduct and agree to follow it during my tenure as a Board/Committee member.

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*Signed*

\_\_\_\_\_  
*Date*

Approved 3 Mar 2014

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