

Category & Number: GP001	Policy Title: <b>Governance Code of Conduct</b>
Authority: Bylaw 11. Code of Conduct, Confidentiality Agreement and Conflict of Interest	Approved by: Council
Effective Date: April 1, 2024	Next Review Due: March 1, 2024

## BACKGROUND

In compliance with Bylaws, Council members abide by a Governance Code of Conduct.

## PURPOSE

To outline the expected behaviours of Council members in upholding public trust and acting with integrity.

## POLICY

1. Council members are committed to ethical and professional conduct and will:
  - 1.1. Serve fairly, impartially and in the public interest to meet the objects of the College.
  - 1.2. Act in good faith, responsibly, and with due care.
  - 1.3. Treat one another with respect, cooperation and a willingness to deal openly on all matters.
  - 1.4. Avoid or where that is not possible, declare any actual or perceived conflict of interest (see *Conflict of Interest* policy).
  - 1.5. Maintain confidentiality of information as required and:
    - 1.5.1. not take advantage of or use to your benefit any information not generally available to the public that you obtain in the course of your official duties for the College,
    - 1.5.2. not disclose such information to any other party including another organization, partner, business associate or close family member,
    - 1.5.3. not disclose confidential information obtained through the course of your duties and responsibilities for the organization without proper authorization, and
    - 1.5.4. annually review this policy and sign an *Annual Oath and Declaration of Understanding* as provided by the College.
  - 1.6. Demonstrate a level of care, diligence, competence, and skill comparable to that of a reasonably prudent individual, which includes actively participating in meetings and thoroughly reviewing all meeting materials.



## Annual Oath and Declaration of Understanding

In compliance the policies *Governance Code of Conduct, Confidentiality, and Conflict of Interest*, members of Council are required to review and sign this *Annual Oath and Declaration of Understanding*.

### Oath

In compliance with *Bylaw 11. Code of Conduct, Confidentiality Agreement and Conflict of Interest* and *Governance Code of Conduct Policy* each member of Council is required to affirm and abide by this oath of office:

I, \_\_\_\_\_ [your name],  
of \_\_\_\_\_ [community of residence], in the Province of Prince Edward Island, do solemnly declare that I will faithfully, truly and to the best of my judgement, skill, knowledge and ability execute and perform the duties required as a member of Council for the College of Paramedicine of Prince Edward Island that properly relates to my duties as a member of Council. I further solemnly declare that I will not communicate or allow to be communicated to any person not entitled thereto any and all information related to the Council, nor will I, without due authority, allow such person to inspect or have access to any books or documents belonging to or in the possession of the Council and in relation to the operations of the Council, who is not otherwise authorized by law.

### Conflict of Interest Disclosure

Annually, and at any other time when a conflict of interest (whether real or perceived) arises, members of Council are required to declare the conflict as described in the *Governance Conflict of Interest Policy*.

As of the date hereunder noted, I [print name] \_\_\_\_\_ confirm that:

- I have read and understand the *Governance Conflict of Interest Policy*.
- I am **not** a Board member of any other association or union related to the profession of Paramedicine.
- I am aware of the following potential conflicts: [write "none" if there are no conflicts]

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### Confidentiality Agreement

I have read and understand the *Confidentiality Agreement Policy* and agree to abide by the policy.

Signed this \_\_\_\_\_ day of [month] \_\_\_\_\_, [year] \_\_\_\_\_.

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Print Name

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Signature