

# CODE OF CONDUCT

## APPLICATION

The objective of this Code of Conduct is to uphold all the rules and general good conduct of UCPA members, while equally abiding by and respecting all applicable laws.

1) This Code of Conduct applies to:

- a) members of the Board, and members who serve on any committee of the Board,
- b) members of the boards of UCPA Constituency Associations,
- c) nominated candidates of the UCPA,
- d) contestants in UCPA candidate nomination contests,
- e) contestants in UCPA leadership contests,
- f) members of the UCPA caucus,
- g) employees and other staff of the UCPA, and
- h) any other person who agrees or undertakes to be bound by this code.

2) Persons referred to in article 1 shall:

- a) speak and act honestly, in good faith, with the best interests of the UCPA and the people of Alberta foremost in mind,
- b) in the performance of their UCPA duties, exercise the care, diligence, and skill that a reasonably prudent person would exercise in carrying out a public trust,
- c) comply with all applicable laws, UCA Bylaws, and any other UCPA governance rules, processes, policies or procedures,
- d) protect the confidentiality of internal UCPA information and UCPA party membership information,
- e) disclose any material conflict of interest and refrain from participating in any matter related to the conflict unless specifically permitted to participate,
- f) not cause harm or disrepute to the UCPA or its members, and
- g) treat each member of the UCPA, including all volunteers, with courtesy, respect, civility, and tolerance.

## CONFIDENTIALITY

3) To protect membership information and internal party data and information, those who have access to such data and information -- party staff, members of the Board, and members who serve on any committee of the UCPA, shall be required to sign a non-disclosure agreement (NDA) that would require adherence to defined standards, as stipulated in the NDA.

## CONFLICT OF INTEREST

4) Conflict of Interest means a circumstance where a person's personal, financial, or business interests and use of influence are potentially or actually in conflict with that person's obligations to the Party per his or her UCPA role.

5) Because members of the Board, and members who serve on any committee of the Board, and Candidates must act in the best interests of the Party, they then should:

- a) voluntarily disclose actual or potential conflicts of interest and avoid any situation which may conflict with their duties towards the Party, private interest, or others;
- b) voluntarily disclose any conflicts of interest arising from a family member, relative, partner, client or employer benefiting as a result of their decisions.

## ENFORCEMENT

6) Any conduct that a member of the UCPA reasonably believes is a breach of this code, and that has not been resolved at the CA Board level, shall be reported to the Executive Director in writing, who shall determine:

- a) whether the conduct complained of, if true, would constitute a breach of this code, and
- b) whether there is sufficient evidence to warrant an investigation that this code has been breached.

7) The Executive Director may summarily dismiss a report that is determined to be trivial or without merit, responding in writing with the reasons for dismissing the report. If the complaining member wishes to appeal the dismissal, the Executive Director shall, upon receiving the request for an appeal, refer the matter to the Arbitration Committee. The appeal will be dealt with by the Arbitration Committee.

8) Where the Executive Director makes a determination that a complaint merits adjudication under article 6, the Executive Director shall provide a written summary to the Board, with all documents related to the matter. The Board shall then refer the matter to the Arbitration Committee, which will deal with it under the General Dispute Resolution Process.

9) The Arbitration Committee shall determine if a breach of the code has occurred, and if so:

- a) provide advice and direction to the person in breach,
- b) reprimand the person in breach,
- c) censure the person in breach,

- d) suspend the membership of the person in breach for up to 1 year, or
- e) revoke the membership of the person in breach.

10) No person whose membership has been suspended or revoked may:

- a) serve in any office of the UCPA,
- b) serve on any UCPA board or committee,
- c) serve as a UCPA nomination candidate,
- d) serve as a UCPA Candidate,
- e) serve as a UCPA leadership candidate,
- f) serve as a member of the UCPA caucus,
- g) serve on the board of a UCPA Constituency Association, or
- h) volunteer for the UCPA, while the membership of that person is suspended or revoked.

#### OTHER PROVISIONS

11) Words defined in the UCA Bylaws shall have the same meaning in this code.

12) Where there is an allegation that the Executive Director has breached this code, the responsibilities of the Executive Director under this code shall be exercised by the Secretary of the Board, who shall not be a member of the Arbitration Committee.