

	<p>Policy No.:</p> <p style="text-align: center;">9</p>	<p>Approval Date: June 15, 2011</p> <p>Created: April 19, 2011</p> <p>Last Reviewed:</p>
<p>Title:</p> <p style="text-align: center;">Code of Conduct Policy</p>		
<p>Background & Purposes:</p> <p>The AAPS Mission is to be the unifying and representative voice of Management and Professional (M&P) Staff at the University of British Columbia. In pursuing this mission, AAPS serves the interests of its members through negotiation, advocacy, and professional development. In the course of delivering these services, employees, members, contractors, and volunteers work with each other, the University, and the public at large. The following Code of Conduct is designed to allow the Association to work in ways that demonstrate trust and accountability, strive to be responsive and ethical in all relationships, and encourage an environment of fairness and respect.</p>		

Implementation

Strict observance of the Code is fundamental to the activity and reputation of the Association and the members it represents. The Code of Conduct applies to all AAPS staff, Board, Committee, and volunteer members, as well as any third party service providers who interact with AAPS staff, members, and UBC on behalf of the Association.

The Code of Conduct covers:

1. Service
2. Accountability
3. Conflict of Interest
4. Confidentiality
5. Harassment and Discrimination

Service

1. Always act with fairness, honesty, integrity and openness; respect the opinions of others and treat all with equality and dignity without regard to gender, race, colour, ancestry, place of origin, political beliefs, religion, marital status, family status, disability, age, or sexual orientation.

2. Promote the mission and objectives of the Association in all dealings with staff, members, UBC, and the public on behalf of the Association and within the Association.
3. Provide a positive and valued experience for those receiving service within and outside of the Association.

Accountability

1. Act with honesty and integrity and in accordance with any professional standards and/or governing laws and legislation that have application to the responsibilities performed for or on behalf of the Association.
2. Comply with both the letter and the spirit of any training or orientation provided by the Association in connection with those responsibilities.
3. Adhere to the policies and procedures of the Association and support the decision and directions of the Executive Board and its delegated authority.
4. Take responsibility for actions and decisions.

Conflict of Interest

It is the duty of any person taking part in the operations and decision making in the Association to adhere to the Conflict of Interest Policy at all times.

Confidentiality

It is the duty of any person taking part in the Association to adhere to the Privacy Policy by respecting and maintaining the confidentiality of information whether in electronic, paper, or voice form gained as an AAPS staff, Board, Committee, or volunteer member.

Harassment and Discrimination

BC Human Rights Code is an important law that protects people from discrimination, including harassment.

Discrimination occurs when someone is treated differently and poorly because of a personal characteristic, such as their race, religion, physical disability, or sex.

Harassment is a form of discrimination. Harassment occurs when a person or group is subjected (often repeatedly) to unwelcome comments or behaviour that is insulting or demeaning, or is otherwise offensive.

It is the duty of all AAPS staff, Board, Committee, volunteers and third party service providers to adhere to the Association's policy on Harassment and Discrimination so that a positive working environment can be had by all those in the Association's community.