



Conduct

Rationale

The character of SAMU is determined, in a large part, by the ethical conduct of its representatives.

At the governance level, ethical conduct is regulated by established governance principles.

Breaches of ethical conduct are serious matters, as they negatively impact the character of SAMU as a whole.

Representatives must maintain a high level of personal integrity and exercise the highest degree of ethical conduct.

Definitions

A **conflict of interest** is a situation in which a person has a personal or financial interest sufficient to appear to influence the objective exercise of their official duties as an elected official, an employee, or a professional."

Representatives are SAMU employees, and its Councillors and Executives, together with the Chair of Students' Council, appointed SAMU committee members, and the Chief Returning Officer.

Expectations

Ethical Conduct

1 Acting within the law, SAMU representatives:

1.1 are aware of and comply with all applicable laws, rules, and regulations for all levels of government, as well as any applicable regulatory agencies;

1.2 meet all legal obligations assumed under contract or through the operation of the law;

1.3 cooperate fully with investigations, audits, or reviews by external government, regulatory, and law enforcement agencies, refraining from making false or misleading statements and from attempting to withhold or falsify relevant documentation;



1.4 adhere to the bylaws, policies, and procedures of SAMU;

1.5 protect information critical to the interests of SAMU and its representatives;

1.5.1 Representatives ensure that when dealing with information, they strictly follow the *Personal Information Protection Act* and the *Freedom of Information and Privacy Act*.

1.5.2 Representatives sign a confidentiality agreement at the time of their election, appointment, or hire.

1.6 protect SAMU assets.

2 Representatives make every effort to avoid situations where conflicts of interest may occur.

3 Representatives make every effort to act with integrity.

Reporting

4 When a representative is in violation of the requirements of this policy that representative is required to report the violation immediately.

4.1 If a Students' Council member or committee member reports a conflict of interest, that member must recuse themselves from discussion or voting on the item for which they indicated a conflict.

4.2 Committee members who recuse themselves from voting may be replaced if Students' Council feels the work of the committee will be hindered.

5 Representatives aware of any violation of the requirements of this policy by any other representative are required to report the violation immediately.

6 Violations of this policy by an elected or appointed representative are reported to Governance Investigations Committee.

7 Violations of this policy by a staff member are reported to that staff member's immediate supervisor or General Manager.

Discipline

8 Representatives are held responsible for unethical conduct determined to be in breach of these expectations.



Fact Sheet

Approvals:

First Approval – July 16, 2014

Last Approval – April 18, 2018

Source and Updates:

July 16, 2014: *Conduct* approved by Students' Council motion 2014-07-16-6.2. Source material drawn from *Policy 3 - Discipline*, *Policy 13 - Code of Conduct & Ethics*, and *Policy 39 - Conflicts of Interest*.

February 12, 2015: Appendix A: Investigation Committee Terms of Reference approved by Students' Council motion 2015-02-12-5.1.

May 18, 2016: *Conduct* approved by Students' Council motion 2016-05-18-6.3 on the recommendation of the Bylaws and Policy Committee. All mentions of an Investigation Committee and Appendix A removed because that information has now been captured in the *Committees* policy.

February 15, 2017: *Conduct* approved by Students' Council motion 2017-02-15-6.2 on the recommendation of the Bylaws and Policy Committee. Line 3 added and Governance Investigation Committee identified as where infractions are reported to.

April 18, 2018: *Conduct* approved by Students' Council motion 2018-04-18-7.3 on the recommendation of the Bylaws and Policy Committee. Update to language to use gender neutral pronouns.