



**PEICOT**

**Policies & Procedures**

**DATE CREATED:** January 30, 2018

**DATE APPROVED:** February 13, 2018

**DATE REVISED:**

**Code of Conduct**

**CATEGORY:** Governance

**AUTHORITY:** RHPA/Regulations

**POLICY TITLE: CODE OF CONDUCT**

**Introduction**

The purpose of this code of conduct policy is to a) provide members with an understanding of the College’s standards of ethical conduct, b) assist members in carrying out their duties impartially and with integrity, and c) to ensure that any member’s involvement with the Prince Edward Island College of Occupational Therapists (PEICOT) not be inappropriate or to the disadvantage of the College. It is important that members understand their roles and responsibilities and only act within the bounds of their assignment. Actions taken by members impact the College.

The College recognizes that members have relationships with other sectors of the community and these relationships offer different perspectives. However, in making a decision on behalf of PEICOT, members are expected to act in the best interest of the College at all times. Members’ actions must reflect honesty and impartiality and when, in doubt, members should seek out clarification and direction from the Chair or Registrar.

**1. Application**

1.1 For the purpose of this document the term member refers to Council members, staff, delegates, committee members, and working groups of the College.

1.2 This policy applies to members during their term of office or for staff, the term of their employment. In the case of confidentiality, the Code of Conduct applies after members have completed their terms.

**2. Conduct**

2.1 Members shall act honestly, fairly, ethically, and with integrity.

2.2 Members shall conduct themselves in a professional and respectful manner.

2.3 Members shall act responsibly, with due care and diligence, and shall not allow outside influences to impact their judgment.

2.4 Members will comply with all relevant laws and regulations.

**3. Conflict of Interest**

3.1 Members shall disclose any conflicts of interest or perceived conflicts of interest they may have with any matters that come before the Council in accordance with the conflict of interest policy.

**4. Confidentiality of Information**

4.1 Members are required to maintain confidentiality with respect to all information learned, during the course of their duties, unless explicitly permitted to disclose the information or disclosure is necessary to carry out their responsibilities.

4.2 Members shall not knowingly benefit from information that they obtain by carrying out their duties and responsibilities.



# PEI College of Occupational Therapists

## **5. Participation**

5.1 Members shall be familiar with bylaws, policies and legislation.

5.2 Members will be prepared for meetings of the College or any meetings where they represent the College.

## **6. Breach of the Code of Conduct**

6.1 A member who is alleged to have violated the Code of Conduct shall be informed in writing and allowed to present their views of the breach at the next Council meeting. The complaining party must be identified and made absent for any vote regarding the breach. Council members who have been found to violate the Code of Conduct may be subject to an official reprimand.

## **7. Agreement with the Code of Conduct**

7.1 Members shall, annually, read the Code of Conduct and sign a confirmation that they will abide by the Code of Conduct.

7.2 Members who have questions or concerns regarding the Code of Conduct shall raise these with the Registrar or the Chair, who will determine the action to be taken.



# PEI College of Occupational Therapists

## Code of Conduct Declaration

I \_\_\_\_\_ have read, understand and agree to abide by the Code of Conduct of the Prince Edward Island College of Occupational Therapists and I understand that such adherence is a condition of my term of office, or in the case of an employee, term of employment. I understand that a violation of the Code of Conduct may be grounds for reprimand, revocation, or in the case of an employee, immediate dismissal without notice or pay in lieu of notice.

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Witness signature

\_\_\_\_\_  
Date