



## Alberta Accreditation Committee - Code of Conduct

### Introduction

The Code of Conduct (Code) applies to all members of the Alberta Accreditation Committee (AAC). The Code is intended to provide framework standards to guide the conduct of AAC members as they carry out their responsibilities. These standards are at once ethical and consistent with the Government of Alberta requirements for transparency and accountability. Members of the AAC are expected to behave in a manner that is ethical; that is in a manner that respects the principles of morality.

It is important to understand that this Code does not cover every circumstance and, as such, members shall use its principles, values, and intent to guide their behaviour.

### Core Values of the Alberta Accreditation Committee (AAC)

The core values of the AAC are as follows.

**Conflict of Interest** - Members will disclose any potential or actual conflicts of interest that could compromise or be perceived to compromise their objectivity and judgement and be are not in conflict with their duty to the public. As such, members will abstain from participating in decisions where a conflict of interest exists. Some examples would be adjudication of a course provided by their employer or having attended a course submitted by the course provider.

**Respect** - Members will consistently demonstrate respect for each other, employees of the Alberta Insurance Council, Government of Alberta officials and other persons that they may have contact with. Workplace harassment, in any form, will not be tolerated and the Chair will take appropriate action to address any suspected or actual issue relating to lack of respect or harassment.

**Accountability** – The Chair and members will complete all the work that is expected of them in a quality and timely manner. This includes but is not limited to attending meetings, reviewing course submissions and agenda discussion items prior to meetings and actively participating in the AAC's meeting discussions.

**Integrity** - Members will consistently demonstrate fairness, honesty and strong moral principles.

**Collaboration and Support** - Members will collaborate and support each other in carrying out their duties and at the same time, be able to openly express their ideas and perspectives on issues.

### Committee Guiding Principles

The following principles will guide the actions of members.

#### Administrative Principles

Members will:

- a. comply with the guidelines established by the AAC in planning and conducting their activities; examples of such guidelines include the AAC's standards for self-accreditation and consensus decision-making in relation to granting credit for submitted courses
- b. respect the stipulations of other Codes of Ethics that may be relevant to their particular circumstances or professions
- c. uphold and comply with the policies of the Alberta Insurance Council and the Government of Alberta as may be relevant to the AAC's work and mandate
- d. collaborate with members of the Alberta Insurance Council on initiatives that are of a common interest
- e. respect property and equipment as may be supplied by the Alberta Insurance Council.
- f. annually review the Code at the September meeting, make changes as deemed necessary and approve the Code
- g. arrange for the Code to be published on the AAC website

### **Actual or Suspected Breach of the Code of Conduct**

A member who suspects that there has been a breach of the Code shall report their concerns to the Chair. The Chair handles any breach of conduct made by the public.

### **Responsibilities of the AAC Chair**

The Chair will:

- a. arrange for the AAC to review and as necessary revise the Code at the September meeting
- b. review the Code with newly appointed members and arrange for their signature as part of the orientation process
- c. arrange for all members to review and sign the Code by November of each year
- d. maintain copies of the members' signed Codes in a secure location
- e. organize and support the investigation of any breach of the Code by a Committee member

The Chair is subject to the following obligations and restrictions:

The Chair may not take part in a decision knowing that the decision might further their private interests or those of a person directly associated with them (for instance, spouses or companies they own or work for). "Private interests" do not include interests that are trivial, of general application, affect an individual as member of a broader class, or concern an individual's remuneration and benefits related to AAC work.

### **Restrictions on Using Influence**

The Chair may not use their office or powers as the Chair to influence or try to influence a decision of the Crown or a public agency to further their private interest, the interest of a person directly associated with them, the interest of their minor child, or to improperly further any other person's interest.

### **Restrictions on Using Insider Information**

The Chair may not use or communicate information, not available to the general public, that they gained while carrying out their office or powers as the Chair to further their private interest or any other person's private interest.

### **Disclosure of Real and Apparent Conflicts of Interest**

The Chair must appropriately and adequately disclose real and apparent conflicts of interest. What constitutes appropriate and adequate disclosure will vary depending on the circumstances in which the conflict arises.

### **Standards of Behaviour for the AAC**

Committee members must:

- a. act impartially while carrying out their duties, behave in a way that is consistently fair, transparent, impartial and in keeping with the AAC's mandate and values
- b. treat and maintain all information that comes to be known as a consequence of being part of the AAC as strictly confidential and not to be shared with individuals who are not part of the AAC
- c. behave in such a way that demonstrates full exercise of care and diligence and intent to serve the public interest
- d. in keeping with the Freedom of Information and Protection of Privacy Act (FOIP), respect and protect (i.e., not share) information they come to know as from being a member, use such information only for the work of AAC and not for personal gain. This requirement continues after the time a member's work with the AAC ceases
- e. not use their status as a member to influence or gain a benefit or advantage for themselves or others (i.e. actions that the member takes on behalf of the Committee must not provide them with an opportunity to further their own interests and/or the interests of others including family, friends and business associates)
- f. disclose any conflict of interest in a timely manner to the AAC and subsequently not take part in discussions or decisions pertaining to the particular situation
- g. arrange for submission of a police security clearance if requested
- h. disclose of any criminal charges or pending criminal charges
- i. comply with applicable laws
- j. forward media inquiries to the Chair or designate for handling
- k. not accept fees, gifts or other benefits that are connected directly or indirectly with the performance of the AAC duties from any individual, organization or corporation other than:
  - the normal exchange of hospitality between persons doing business together;
  - tokens exchanged as part of protocol; or
  - the normal presentation of gifts to persons participating in public functions.

Gifts from the above-mentioned sources should be of nil or nominal monetary value. The value of gifts must not exceed \$75, and the value of an event invitation, including travel costs and reimbursements of fees and expenses should not exceed \$150. A committee member must not receive more than \$200 in gifts, hospitality or other

benefits from a single source in a calendar year. Note: it is expected that this situation would occur only in very rare situations, if ever

- I. clearly separate any political activity and volunteer activity from the business of the AAC

### **Political and Volunteer Activity**

AAC members are encouraged to participate in political and volunteer activities. However, they shall refrain from:

- a. representing themselves as a member or Chair of the AAC
- b. actions or statements that appear to be acts of the AAC or appear to be represent an AAC decision, opinion or policy

AAC members shall not allow the performance of the AAC duties to be influenced by offers of compensation or advancement of their employment, future employment or the anticipation of offers of employment.

### **Declaring Candidacy for Political Party**

AAC members may declare their candidacy for a political party; however, they shall refrain from:

- a. representing themselves as a member or Chair of the AAC
- b. actively participating in the duties of the AAC by taking a leave of absence, while running a political campaign

AAC members must submit a letter of termination in the event he or she wins the political candidacy.

### **Supplemental Employment**

AAC members may take or hold supplementary employment including self-employment unless such employment:

- a. causes an actual or apparent conflict of interest
- b. is performed in such a way as to appear to be an official act of the AAC or to represent the AAC's opinion or policy
- c. interferes through telephone calls, or otherwise, with regular duties
- d. involves the use of the AAC's premises, equipment, supplies, or assets unless such use is otherwise authorized

Prior to accepting or holding any supplementary employment, members are required to notify the Chair or designate in writing about the nature of such supplementary employment. The Chair must then review the office for conflicts of interest, and if there is a conflict of interest, in writing, deny employment, allow employment, or put procedures in place to manage the content. Members shall not accept additional compensation for duties which they perform in the course of their duties with the Committee.

## Post AAC Employment

Upon leaving the AAC, members must refrain from:

- (a) lobbying for a period of 12 months after termination from the AAC
- (b) making representations to a department or agency after having significant official dealings with that department or agency for a period of 12 months after termination from the AAC
- (c) accepting employment with an individual or appointment to the board (or equivalent body of an organization) after having direct and significant dealings with that individual or board or equivalent organization for a period of 12 months after termination from the AAC

The above requirement shall also apply to members' spouses.

## Process for Receiving and Investigating Complaints and for Responding to a Finding of Breach

Members will comply with the principles of natural and procedural justice in dealing with complaints as follows:

- a. the Chair or designate will review the circumstances and notify the persons involved who shall have the right to respond
- b. the Chair or designate shall make a decision and report the result in a timely fashion
- c. complaints regarding the Chair will be forwarded to the Ethics Commissioner for a review of a ruling or conflict of interest
- d. members may apply to the Ethics Commissioner for review of a ruling of conflict of interest by the Chair

This Code of Conduct was submitted to the Ethics Commissioner by the AAC for review on July 4, 2018 and approved on July 24, 2018. Once approved by the Ethics Commissioner, the Code of Conduct, and any subsequent approved amendments to the Code of Conduct, will be posted on the AAC website. The Code, and any subsequent approved amendments to the Code of Conduct, will enter into force 90 days after being posted on the AAC website.

## Review of the Code

### Affirmation

I hereby agree to abide by the Alberta Accreditation Committee's Code of Conduct for the time period (\_\_\_\_\_ to \_\_\_\_\_) in keeping with the requirement to annually reaffirm my commitment.

Furthermore, I understand that any breach of this Code may lead to my dismissal from the Alberta Accreditation Committee

### Signature and Date

Name of Committee Member \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Definitions

### **Alberta Accreditation Committee (AAC)**

The Alberta Accreditation Committee, as delegated by the Minister, is responsible for reviewing and approving continuing education providers, continuing education courses, and the hours and means of calculating the continuing education hours, for each course or seminar that can be used towards the 15-hour requirement that licensed agents and adjusters must satisfy each licensing year.

### **Alberta Insurance Council (AIC)**

The Alberta Insurance Council is the financial and governance arm of the insurance councils and provides investigation and administrative services to the other councils. The Alberta Insurance Council also provides administrative services to the Alberta Accreditation Committee appointed by the Minister of Treasury Board and Finance.

### **AAC Chair**

The Chair of the Alberta Accreditation Committee is appointed by the Minister of Treasury Board and Finance. The Chair is responsible for organizing meetings and liaising with representatives from the Alberta Insurance Council and the Government of Alberta as may be required. The Chair is a member of the AAC.

### **Member**

A member of the Alberta Accreditation Committee is appointed by the Minister of Treasury Board and Finance and is responsible for completing duties in keeping with the mandate of the Committee

### **Spouse**

A spouse is a party to a relationship who is living together with another person on a bona fide domestic basis, but does not include a spouse who is living apart from the person if they have separated pursuant to a written agreement or if their support obligations and family property have dealt with by a court order.