



**CODE OF CONDUCT
FOR
PARA ASSEMBLY DELEGATES
AND
PARA EXECUTIVE BOARD**

(REVISED: AUGUST 2019)

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PARA Code of Conduct

1. Preamble

The PARA Code of Conduct is meant to provide general guidance on standards of conduct. The document addresses many areas of concern, but is not designed to be exhaustive in nature. This Code of Conduct for the PARA Assembly and the PARA Executive Board strives to provide a definition and framework for the appropriate behaviour and responsibility for Assembly delegates and Executive Board members. This Code of Conduct for the PARA Assembly and PARA Executive Board applies to all members of the PARA Assembly and the PARA Executive Board.

2. General Principles

PARA Assembly delegates and PARA Executive Board members are committed to the following general principles:

- a) Fidelity
 - Abide by the PARA Code of Conduct
 - Adhere to the established rules of order of the PARA Assembly and PARA Executive Board
- b) Integrity:
 - Pursue the interests of PARA
 - Avoid intentional misrepresentation or distortion of the facts
- c) Rights and dignity:
 - Respect the rights of others for privacy, confidentiality, and self determination
 - Respect the right of others to freedom of expression and inquiry
 - Celebrate diversity

3. Member in Good Standing

PARA Assembly delegates and PARA Executive Board members will abide with all the rules and regulations of PARA, including but not limited to those established in the PARA Bylaws.

4. Compliance with the Law

PARA Assembly delegates and PARA Executive Board members shall comply with all applicable provisions of laws and regulations. No PARA Assembly delegate or PARA Executive Board member shall commit or condone an illegal act or instruct another individual to do so.

5. Conflict of Interest

Conflict of interest occurs when there is a reasonable perception that the ability to exercise the duty of a PARA Assembly delegate or PARA Executive Board member is affected by the private interests of the Delegate or Board member. In the event that a delegate or director has a real or perceived conflict of interest, the PARA representative agrees to:

- a) Declare the conflict;
- b) Not take part in the related discussion, debate, decision, or vote;
- c) Not attempt to influence the outcome of the related subject being dealt with by the PARA Assembly.

6. Confidential Information

PARA Assembly delegates and PARA Executive Board members shall, at all times, maintain the confidentiality of information acquired as a consequence of their services to PARA and must not make use of, or reveal such information or records except in the course of performance of their duties and/or responsibilities, or until the information is made public, this obligation extends beyond the PARA delegate's or Board member's direct involvement with PARA.

PARA Assembly delegates and PARA Executive Board members will be privileged with aggregate contact information. The use of this contact information is for PARA-sanctioned communication only, as directed by the Chief Executive Officer, PARA President or confirmed proxy.

7. Gifts and Entertainment

PARA Assembly delegates and PARA Executive Board members shall not accept entertainment, gifts or benefits that grant or appear to grant preferential treatment to any individual or constituency. Similarly, no PARA Assembly delegate or PARA Executive Board member shall offer entertainment, gifts, or benefits in order to secure preferential treatment. Gifts, entertainment and benefits may only be accepted or offered in the normal exchanges common to business or professional relationships.

8. Responsibilities and Expectations

- a) Accountability - PARA Assembly delegates and PARA Executive Board members shall:
 - Act honestly and in good faith and use their best efforts to represent the interests of their aggregate and/or role and in developing and furthering the mission and vision of PARA.
 - Exercise the care, diligence, and skills of a reasonably prudent person under comparable circumstances.
 - Treat others fairly and with courtesy and respect.
- b) Actions – PARA Assembly delegates and PARA Executive Board members shall:
 - Understand their roles and act on them.
 - Attend and actively participate in PARA Assembly meetings and activities, and provide due notice if they are unable to attend.
 - Prepare for PARA Assembly meetings in a responsible fashion including reading pre-circulated materials and consulting with their constituency or constituencies where applicable.
 - Strive to make positive and constructive contributions in the PARA Assembly meetings and to interact appropriately with other individuals.
 - Participate in applicable evaluation processes to enable PARA to continually improve.
- c) Responsibilities – PARA Assembly delegates and PARA Executive Board members will:
 - Represent their constituency or constituencies, but will refrain from voicing opinions on PARA matters to external entities unless appropriately sanctioned.
 - Inform their constituencies of discussions or decisions that have occurred at the PARA Assembly meetings.
 - Shall not purport to speak on behalf of PARA unless they have the authority to do so.

9. President as Spokesperson

- a) All public announcements will be made by and through the PARA President (the official spokesperson of PARA) or his/her designate.
- b) The President may make public statements on policy matters that have been approved by the PARA Board and/or PARA Assembly.

10. Meetings with External Partners

PARA encourages and benefits from the participation of Assembly delegates and Executive Board members who are leaders in their communities. As such, it is recognized that there will be communication (including meetings, discussions, and correspondence) between Assembly delegates and Executive Board members and other community leaders. These community leaders include, but are not limited to, Members of the Legislative Assembly, Members of Parliament, civic leaders, the health authority, and senior administrators.

PARA ambassadors shall endeavour to:

- a) Inform PARA, where practical, of their intentions to meet or otherwise communicate with community leaders and seek guidance as to content and appropriateness of communication.
- b) Inform PARA of the results of any such communication.

11. Breaches of the Code of Conduct

A PARA Assembly delegate or PARA Executive Board member who violates this Code of Conduct may be liable to forfeiture of their position on the PARA Assembly and other forms of censure. This Code recognizes that the PARA President has the final authority and duty to manage situations where a delegate's or Board member's actions and/or behaviours are not in keeping with the Code of Conduct. Recommendation to remove a PARA Assembly delegate or PARA Executive Board member is at the discretion of the PARA Executive Board, as per the PARA Bylaws. The removal of a delegate or Board member will require written notification to the affected individual by the PARA Executive Board.

12. Additional PARA Member Policies

PARA Policy on Cellphone-free Driving:

- a) PARA volunteers and employees are not permitted to use a cellphone, either hand-held or hands-free, while operating a motor vehicle on PARA business and/or on association time.
- b) While driving calls cannot be answered and must be directed to voicemail.
- c) If a PARA volunteer must make an emergency call (911) or answer a page, the vehicle should be parked in a safe location before making the call.
- d) All PARA volunteers will be made aware of the policy and will be expected to comply with it.