

POLICY AND PROCEDURE MANUAL

POLICY	Council & Committee Orientation and Training		
SECTION	Framework and Governance	POLICY #	I – 2
DATE CREATED	March 2007	DATE LAST REVISED	June 2022
NEXT REVIEW DATE	2024/2025	PAGE #	1 of 1

POLICY STATEMENT

The Council ensures that Council and Committee members receive appropriate training related to their responsibilities.

PROCEDURE

1. Newly elected or appointed members of the College Council, statutory and non-statutory committees shall be provided with orientation respecting the role and function of the Council or Committee and the applicable legislation and regulations.
2. The orientation of Council and Committee members shall include a discussion of the *Code of Conduct* [Policy I – 2(a)]. The Registrar will require members of Council and Committees to sign a *Declaration and Agreement*, before beginning their terms, stating that they have read, understand and agrees to comply with this *Code of Conduct* and its procedures.
3. Members of the College’s statutory and non-statutory committees will receive ongoing training, as necessary, to assist them in fulfilling their responsibilities. Such training shall normally be provided at least once annually.

POLICY AND PROCEDURE MANUAL

POLICY	<i>Code of Conduct For Members of Council and its Committees</i>		
SECTION	Framework and Governance	POLICY #	I – 2(a)
DATE CREATED	June 2018	DATE LAST REVISED	June 2024
NEXT REVIEW DATE	2024/2025	PAGE #	1 of 3

POLICY STATEMENT

This *Code of Conduct* serves to provide Council and its Committees with high standards of conduct to guide and support their work in the best interests of the College, its legislative mandate, and the public. Council and Committee members have a responsibility to effectively regulate the profession of psychology and applied behaviour analysis in the public interest. In doing so, members are expected to comply with, support and promote, the principles set out in this *Code*. Each individual and the Council or Committee as a whole, is accountable for its conduct and performance.

LEGISLATION, BY-LAWS AND POLICIES

1. Council and Committee members shall:
 - a. be familiar and comply with the provisions of the *Regulated Health Professions Act, 1991 (RHPA)*, its regulations and the Health Professions Procedural Code being schedule 2 of the *Psychology and Applied Behaviour Analysis Act, 2021* and its regulations, and the By-laws and policies of the College;
 - b. place the public interests mandate of the College, Council and Committees above self-interest;
 - c. avoid and, where that is not possible, declare any appearance of, or actual, conflicts of interest, in accordance with College Policy I – 6 Conflict of Interest and Reasonable Perception of Bias; and,
 - d. preserve confidentiality of all information before Council or Committees, in accordance with Section 36 of the *Regulated Health Professions Act, 1991* and College Policy I - 5 Confidentiality Obligations & Handling of Confidential Materials.

MEETINGS AND DECISIONS

2. Council and Committee members shall:
 - a. be prepared to participate in Council meetings and Committee work, including reading background materials and briefing documents;
 - b. participate actively on Committees as appointed by the Executive;
 - c. regularly attend meetings and participate constructively in discussions;
 - d. offer opinions and express views on matters before the College, Council and Committees, when appropriate;
 - e. participate in all deliberations and communications in a respectful, courteous and professional manner, recognizing diverse backgrounds, skills and experience of other members of Council and Committee members;

- f. without restricting the opportunity for members of Council to openly discuss any matter, uphold the decisions made by Council and Committees regardless of the level of prior individual disagreement; and,
- g. refrain from attempting to influence a Committee decision regarding an individual unless one is a member of the panel or the Committee dealing with the matter.

GENERAL

- 3. Council and Committee members shall:
 - a. be respectful of others and not engage in behaviour that might reasonably be perceived as verbal, physical or sexual abuse or harassment;
 - b. promote equity, diversity, and inclusion with the College Council and Committees and be sensitive and respectful of the diversity of others;
 - c. respect the boundaries of staff whose role is not to report to or work for individual Council or Committee members;
 - d. refrain from including or referencing Council or Committee positions held at the College in any personal or business promotional materials, advertisements or business cards. Referencing one's titles or positions held at the College in one's curriculum vitae is acceptable so long as this is not used overtly in a promotional manner; and,
 - e. respond to communications from Council and Committee members and staff regarding Council and Committee business, in a timely manner; and,
 - f. recognize the right of the public and of members to be heard and respected.

ACCOUNTABILITY

- 4. It is the responsibility of each Council and Committee member to hold themselves accountable for behaving in accordance with the *Code of Conduct*. In addition, members have a responsibility to hold each other accountable for behaving in accordance with the *Code of Conduct*.

HANDLING CONCERNS

- 5. If a Council or Committee member has concerns that the behaviour of another Council or Committee member does not reflect the *Code of Conduct*, the member is expected to:
 - a. discuss their concern with the Council or Committee member whose conduct was perceived to be of concern;
 - b. if such a discussion is not appropriate under the circumstances, or if following such a discussion, the member does not recognize the problem and take appropriate action or the behaviour continues, bring the matter to the attention of the President for behaviours at Council or regarding a Committee Chair, or to the Committee Chair for behaviours at Committees.
- 6. After a review of the concern regarding a Council member, the President may meet with the Council member and provide individual coaching. At any time, the President may seek advice from the Executive Committee and/or the Registrar.

7. After a review of the concern regarding a Committee member, the Committee Chair may meet with the Committee member and provide individual coaching, or refer the matter to the President.
 8. If a matter regarding the conduct of a Committee member is referred to the President, the procedure will follow that outlined in section 6, above.
 9. If the behaviour of concern is confirmed and continues after a meeting with the President, the Council or Committee member whose behaviour is at issue may be asked to meet with the full Executive Committee to discuss their behaviour.
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