

THOROLD BUSINESS IMPROVEMENT AREA ASSOCIATION  
POLICY AND PROCEDURE MANUAL

GOVERNANCE		
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**CODE OF CONDUCT**

**PREAMBLE:**

This Code of Conduct reflects the shared principles of integrity, honesty, impartiality, transparency and accountability that we hold as a BIA. These principles reflect our commitment to inspire and preserve the public's trust and confidence in the BIA and the work we do to serve our members and the community.

**GIFTS AND BENEFITS:**

BIA executive members, committee members and staff shall not offer or accept gifts or personal benefits that are directly or indirectly connected with their official duties and responsibilities.

BIA executive members, committee members and staff must not place themselves in a position where they are under obligation to favour an individual or firm.

There is a role for "minor hospitality" in carrying out of duties on behalf of the BIA. Employees must consult with their supervisors to determine whether or not acceptance of specific gestures constitutes moderate hospitality.

**USE OF BIA PROPERTY:**

BIA executive members, committee members and staff must not use the BIA's property, equipment, supplies, services for activities not associated with the discharge of official duties.

**POLITICAL ACTIVITY:**

BIA executive members, committee members and staff may be involved in local, Provincial or Federal election campaigns provided this involvement is not undertaken during work hours and does not affect the objectivity with which they must discharge their duties.

**OTHER BUSINESS DEALINGS:**

BIA executive members, committee members and staff shall not engage in any outside work or business dealings that will interfere with the performance of their regular duties.

BIA executive members, committee members and staff shall not engage in any outside work or business dealings from which they might derive personal benefit or gain by virtue of their involvement with the BIA.

**MEDIA RELATIONS:**

All media inquiries for the BIA (including those for an official statement or a BIA spokesperson) will be directed to the coordinator who will then redirect, based on the nature of the inquiry.

Any speaker on behalf of the BIA must limit comments to technical and factual information within the realm of role, responsibilities and expertise; they cannot in any way suggest opinion or indicate preference on established direction.

Only executive members or those involved in a pertinent subcommittee shall respond to requests made by the media.

All speakers must refrain from putting forth speculative or subjective insights.

**CONFIDENTIAL/PERSONAL INFORMATION:**

BIA executive members, committee members and staff shall safeguard and protect information of the BIA from unauthorized disclosure, access or use.

Information shall be released in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

**STAFF/COUNCIL RELATIONS:**

All BIA executive members, committee members and staff shall deal with all members of the BIA in an objective and impartial manner at all times.

Information requested by one executive member shall be provided to all executive members.

**CONFLICT OF INTEREST:**

If a potential or perceived conflict of interest exists because of an executive member's personal or family interest in a matter, the member must inform the rest of the executives of the situation, in writing or during an open meeting where minutes are taken.

**COMPLIANCE:**

The Secretary shall ensure that BIA executive members, committee members and staff are aware of and in compliance with the terms of this Code of Conduct.

Failure to comply with the terms of this Code of Conduct may result in disciplinary action.

**SEVERABILITY:**

The provisions of this Code of Conduct are severable and if any provision, section or word is held to be invalid or illegal, such invalidity or illegibility shall not affect or impair any of the remaining provisions.