

STATEMENT of POLICY and PROCEDURE			
Chapter:	Governance	Policy #.	1.4.04
Section:	SALPN Council	Issued:	December 6, 2013
Subject:	SALPN Code of Conduct/Conflict of Interest	Effective:	December 2013
Issue to:	All Manual Holders	Page:	1 of 4
		Replaces:	March 8, 2017
Issued by:	The Saskatchewan Association of Licensed Practical Nurses	Updated:	August 28, 2018

1. POLICY

- 1.1 Council members are expected to conduct themselves in an ethical and professional manner and in accordance with the Code of Ethics for Licensed Practical Nurses in Canada. As Council members, this expectation includes the proper use of authority and appropriate decorum in both group and individual settings. This also includes identifying situations that constitute or appear to constitute, or to have constituted, a conflict of interest for a Councilmember.
- 1.2 Council members understand they are seen to be representatives of the Association at all times and in all places. What they say, as well as how they say it, can be interpreted by others as statements and beliefs of the SALPN organization. Council members must weigh the positive or negative impact their comments may have on the relationship of the Association with individual registrants or any external body, such as government, employers or unions.

2. PROCEDURE

- 2.1 Council members must serve the interests of the public
 - a. This duty supersedes the personal interest of any Council member acting as an individual consumer of the Associations services.
 - b. This duty requires all Council members to exclude themselves from discussion or voting on an issue identified as a conflict of interest.
- 2.2 The Council must avoid any conflict of interest with respect to their fiduciary responsibility.
 - a. No Council member shall conduct private business with the association, except as procedurally controlled to assure openness, competitive opportunity and equal access to otherwise “inside” information.

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- b. The Council members must not use their positions to obtain for themselves, or for their family members, employment within the association.
- c. SALPN Council members and/or their immediate families shall not be eligible to pursue any organizational employment opportunities during their Council tenure.
- d. Should a Council Member apply for employment, she or he must temporarily withdraw from Council until the hiring process is completed.

2.3 Council members may not attempt to exercise individual authority over the organization except as explicitly set forth in Council policies.

- a. Council members interaction with the Executive Director or with staff must recognize the lack of authority in any individual Council member or group of Council members, except as noted above.
- b. Council Chair and the Executive Director are the spokespersons for the organization. Except for the authority granted to the Council Chair, Council members' interaction with the public, press, or other entities must recognize their limitations to speak for the Council.
- c. Council members must respect the unified voice of council when speaking to council matters.
- d. Council members will make no judgments of the Executive Director except as that performance is assessed against explicit Council policies.

2.4 Council members may not use Council information for their own direct benefit or advantage. This requires that the information be kept confidential whenever required in the best interest of the organization. That part of a meeting when financial information, negotiation strategies, or sensitive personnel matters may be disclosed shall be kept confidential. The proceedings of any meeting of the Council, or any part of a meeting of the Council, or of any committee thereof which is conducted *in camera*, shall be kept in confidence by every member of the Council and by the Executive Director, and by any member of any committee or other person invited or permitted to attend the meeting.

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- 2.5 Council members will deal with outside entities or individuals, with staff, and with each other in a respectful manner reflecting fair play, ethics, and straight-forward communication.
- 2.6 SALPN Council members are expected to attend all meetings which fall within their mandate, to attend to any duties and responsibilities between meetings.
- a. Meetings to which Council members may be expected to attend include more than formal Council meetings. Council members may be directed by Council to attend a wide variety of gatherings and functions. While Council meetings are the first priority of Council members, all mandated meetings are a Council member's responsibility.
 - b. The Chair will identify to Council when a Council member misses two Council meetings in a row or 50% or more Council meetings between Annual General Meetings as well as misses two non-Council meetings in a row or 50% or more non-Council meetings between Annual General Meetings.
 - c. It is in the interest of the Council for the member to keep serving on Council. The Chair or Council appointed representative(s) will meet with the member to discuss how, or if, attendance issues can be rectified.
- 2.7 Breach of Code of Conduct - Procedures
- a. Council members must carry out duties in good faith with a reasonable degree of diligence, care, and skill. Given that the Council has the right to establish and enforce its own Code of Conduct, the following guidelines will be followed when a Council member's conduct or behavior comes into question in carrying out his or her duties.

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2.7 Breach of Code of Conduct – Procedures (Continued)

- b. Any complaint regarding a breach of the code of conduct by a Council member shall be made to the Council Chair. In case of the Chair – to the Vice Chair disclosures may be made verbally. The Chair/Vice Chair has the discretion to request a written declaration if the case warrants.
- c. The council will meet as a whole, in an in camera session, less the member under question, to discuss the complaint. The council will attempt to resolve the complaint at that level. Prior to ending the in camera session, the member in question will be given the opportunity to address the council.
- d. Immediately upon coming out of in camera, a motion will be presented, if required, and the Council will vote on the issue.
- e. All documentation regarding the complaint is to be immediately shredded once Council has made its decision on the matter unless; (see below)
- f. The SALPN council may refer the complaint to the Counselling and Investigation Committee if they deem the potential to be considered professional misconduct or professional incompetence.
- g. When a case has been referred to the Counselling and Investigation Committee the member under investigation will step down from Council and all SALPN committees and cannot represent the SALPN or council while the matter is under investigation. Any actions, suspensions and/or removal from office will be determined by the outcome of the discipline process under the Act.