

STATEMENT of POLICY and PROCEDURE			
Chapter:	Governance	Policy #.	1.5.06
Section:	SALPN Committees	Issued:	December 6, 2014
Subject:	SALPN Code of Conduct/Conflict of Interest	Effective:	December 2014
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Issued by:	The Saskatchewan Association of Licensed Practical Nurses	Reaffirmed	August 28, 2018

1. POLICY

- 1.1 Committee 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 committee 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 committeemember.
- 1.2 Committee 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. Committee members must weigh the positive or negative impact their comments may have on the relationship of the SALPN with individual registrants or any external body, such as government, employers or unions.

2. PROCEDURE

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

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- b. The committee members must not use their positions to obtain for themselves, or for their family members, employment within the association.
- c. Should a committee member apply for employment with the SALPN, she or he must temporarily withdraw from the committee until the hiring process is completed.

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

- a. Committee member's interaction with staff or members of the Council must recognize the lack of authority in any individual committee member or group of committee 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, committee members' interaction with the public, press, or other entities must recognize their limitations to speak for the Council or the SALPN.
- c. Committee members must respect the unified voice of council when speaking to committee matters.

2.4 Committee members may not use committee 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.

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- 2.4 Committee 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.
- 2.5 SALPN committee members are expected to attend all meetings which fall within their mandate, to attend to any duties and responsibilities between meetings, provide as much notice as possible if they are unable to attend a meeting and provide as much input (through written reports, discussions with the Chair) as possible to any meetings they are unable to attend. If unable to attend, contact the chair and office manager in case cancelations need to be made.
- 2.6 Breach of Code of Conduct - Procedures
- a. Committee 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 for itself and its committees the following guidelines will be followed when a committee member's conduct or behavior comes into question in carrying out his or her duties.

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- b. Any complaint regarding a breach of the code of conduct by a committee member shall be made to the chair of the committee who in turn will inform the SALPN Chair. Any complaint regarding a breach of the code of conduct by the chair of the committee shall be made to the SALPN Chair. Such disclosures may be made verbally. The 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 Counseling 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 Counseling and Investigation Committee the member under investigation will step down from the committees and cannot represent the SALPN while the matter is under investigation. Any actions, suspensions and/or removal from the committee will be determined by the outcome of the discipline process under the Act.