



## **BCA Employee Code of Conduct May 2007**

BCA employs staff and engages consultants to implement the work program of the BCA. Staff are engaged through letters of appointment and consultants through consultancy agreements.

### **1. General Conduct**

- a. BCA employees and consultants need to be aware of the rules of the Association and the roles and responsibilities of their positions.
- b. The BCA has issued staff and consultants with an Occupational Health and Safety Policy, which sets out a statement of intent and general responsibilities for consultants, managers and employees. Employees and consultants working at the BCA are expected to comply with this OHS Policy.
- c. The BCA expects its employees and consultants to conduct themselves in a professional manner. Employees and consultants must not engage in harassment or conduct themselves in a way that could be construed as such, for example, by using inappropriate language, keeping or posting inappropriate material in the work area, or accessing inappropriate materials on their computer.

### **2. Conflicts of Interest**

- a. The BCA expects its employees and consultants will perform their duties conscientiously, honestly and in accordance with the best interests of the Association. Employees and consultants must not use their position or any knowledge gained as a result of their position for private or personal advantage. If an employee or consultant has engaged in or is contemplating activities that may involve them in a conflict of interest with the BCA they shall immediately communicate the facts of the matter to the Executive Director.

### **3. Outside Activities**

- a. Each employee and consultant shares a responsibility for the BCA's public image. Outside interests should not impinge upon the employee's or consultant's ability to undertake their role at the BCA. If in doubt the employee or consultant will approach the Executive Director for advice.

### **4. Relationships with Members and Suppliers**

- a. Employees/consultants should avoid acquiring financial interests for their own accounts with BCA members or suppliers, where such interests could influence or create the impression of influencing their decisions in the performance of BCA duties.

## **5. Gifts, Entertainment and Favors**

- a. As a general guide employees/consultants must not accept entertainment, gifts or personal favors that could any way influence or appear to influence decisions in favor of any person or organization with which the BCA has dealings. Similarly, employees/consultants must not accept preferential treatment because of their position with the BCA, which might impose or be perceived to impose an obligation in return for the preferential treatment. However, as BCA staff/consultants and members need to be involved in events/hospitality and sponsorship programs, employees/consultants should, if in doubt, discuss any offer or consideration of entertainment, gifts or favors with the Executive Director, to enable him to determine if arrangement is appropriate (e.g. attendance at sponsor's functions, events, hospitality, Members' Christmas gifts to BCA or its staff and consultants as part of employee/consultant's role).

## **6. Kickbacks and Commissions**

- a. In relation to the BCA's business, employees/consultants must not receive payment or compensation of any kind except as authorized under the BCA's Business and Pay Policies or Consultant's Agreement.

## **7. BCA Funds and other Assets**

- a. Employees who have access to BCA funds in any form must follow the prescribed procedures. If any employee/consultant becomes aware of any evidence of fraud or dishonesty they should immediately advise the Executive Director.
- b. When an employee's or consultant's position requires spending BCA funds or incurring any reimbursable personal expense, that individual must use good judgment on the BCA's behalf to ensure that good value is received for each expenditure. In general, the Executive Director will authorize expense reimbursement.
- c. Employees and consultants should take proper care of BCA assets and property, and avoid personal use of such assets such as computers, cars unless they are packaged to include personal use.
- d. Consultant's contracts provide for arrangements for reimbursing BCA business expenses.

## **8. BCA's Records and Communications**

- a. Accurate and reliable records are necessary to meet the BCA's legal and financial obligations and to manage the affairs of the Association. The BCA's books and records must reflect all business transactions in an accurate and timely manner. Employees/consultants must not make or engage in a false record, communication of any kind whether internal or external.

- b. The BCA has issued a statement of procedures regarding its filing system, which needs to be read and implemented by staff/consultants.

## **9. Dealing with External Persons and Organizations**

- a. When communicating with others on non-BCA business, employees/consultants must take care to separate their personal roles from their role as an employee or consultant of BCA. Employees must not use BCA identification, stationery supplies or equipment for personal or political matters.
- b. When communicating publicly on matters involving BCA business, employees/consultants must not presume to speak for the BCA on any topic unless they are certain that the views expressed are those of the BCA and that it is the BCA's desire that such views be publicly disseminated.
- c. When dealing with anyone outside the BCA including public officials, employees/consultants must take care not to compromise the integrity or damage the reputation of the BCA or any outside individual, business or government body.
- d. Employee/consultant membership or affiliations of external parties, clubs, orders must not be allowed to adversely interfere with the judgement and integrity of the work of the BCA.

## **10. Prompt Communications**

- a. In all matters relevant to members, suppliers, the public and other organizations, employees/consultants must make every effort to achieve complete, accurate and timely communication, responding promptly and courteously to all complaints and proper requests for information.
- b. Complaints against the BCA or its staff/consultants should be reported to the Executive Director as soon as they are known.
- c. BCA telephones must be answered quickly and politely by BCA staff/consultants.

## **11. Privacy and Confidentiality**

- a. When handling information about members, employees must be aware of BCA's Privacy Policy, and observe the principles contained therein.
- b. Consultants must comply with the Privacy and Confidentiality requirements of the BCA which are reflected in Consultant's Agreement.

**Approved by BCA Board of Management**