

Code of Conduct Policy

Adopted date: Oct 26, 2022	Amended date: Nov 12, 2025	Next Review: 2030
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OBJECTIVE

The objective of this policy is to define a Code of Conduct that ensures that employees, Trustees, and members of the public share and understand a common basis of acceptable conduct for Van Anda Improvement District (VAID) personnel. These standards are designed to provide a guide in addition to the legislated regulations and VAID policies and bylaws within which personnel must operate and conduct themselves.

The standards should serve to enhance public confidence that appointed representatives and employees operate from a basis of integrity, justice, and courtesy. The code is not intended to replace the use of common sense, personal ethics, or morals.

DEFINITIONS

“District” means Van Anda Improvement District

“Personnel” for purposes of this policy means members of the Board of Trustees, public members appointed to standing and select committees of the Board of Trustees, volunteers, and employees engaged by the District.

POLICY

GENERAL PROVISIONS AND GUIDELINES

1. Personnel shall conduct themselves with integrity by performing their duties with transparency, impartiality, respect, and accountability
2. Personnel shall refrain from making public statements on VAID policy and/or Board decisions, with the exception of the Chair.
3. Personnel are accountable for what they do, and that accountability is ensured by open, honest, and transparent communication with customers and amongst themselves.
4. Personnel shall conduct their roles without bias, without favour, without consideration of personal interests or those of family and friends, and without allowing outside interests to conflict with work decisions.
5. Personnel shall provide full disclosure when offering information in potential conflict situations.
6. It is the responsibility of all personnel to ensure that confidential information obtained in the scope of District business is kept strictly confidential and not released to anyone except as required by law.
7. Personnel shall always operate in compliance with the Freedom of Information and Protection of Privacy Act ("FIPPA").
8. Personnel shall not directly or indirectly, release, make public, or divulge any information related to in camera or closed meeting decisions of the Board.

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9. No personnel shall accept a fee, advance, gift, or personal benefit that is connected directly or indirectly with the performance of their duties.
10. No person shall attend meetings or work with a communicable disease.

CONDUCT AT MEETINGS

1. Personnel shall conduct themselves with decorum at all Board and Committee meetings.
2. Respect for attendees requires that all present show courtesy and not distract from the business of the meeting during presentations or when others have the floor.

PERSONAL CONDUCT

1. Personnel will use polite and respectful language and will not use offensive language or gestures, nor shall they engage in patronizing or condescending behavior with one another or the public.
2. Personnel shall ensure that all property (including cash, cheques, documents, inventories, and equipment) in their care as part of their job is properly secured and protected at all times.
3. Personnel shall be courteous, honest, and polite when dealing with the public.
4. Personnel shall foster an atmosphere of collegiality and support for fellow VAID members.

PERSONAL USE OF VAN ANDA IMPROVEMENT DISTRICT PROPERTY

1. There shall be no use or appropriation of VAID property, facilities, services, or information for personal use, gain, or business by personnel.
2. All electronic records stored on VAID computers or at remote servers ("the cloud") shall remain the property of VAID.
3. Users of VAID computer equipment shall not:
 - a. Attempt unauthorized access to systems, information, processes, or products;
 - b. Broadcast e-mail messages that are not work related or otherwise authorized;
 - c. Propagate viruses, or send or download material which may impact the operating efficiency of the system;
 - d. View, retrieve, transmit, or disseminate any messages or images which are offensive to human dignity.
4. Only licensed software and registered shareware acquired by and paid for by the VAID are to be operated on the VAID system.

ALCOHOL AND DRUG USE

1. No use of alcohol or cannabis is permitted within the workplace or while doing business as a representative of the VAID unless the consumption of alcohol or cannabis occurs at an event approved by the Board of Trustees at which alcohol or cannabis is served.
2. While within the workplace or doing business as a representative of the VAID, no use of non-prescription or illegal drugs is permitted.
3. If alcohol or drug use negatively affects the performance of the employee within the workplace, this will be seen as a contravention of this policy.

DUTY TO REPORT

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Any behaviour that violates the Code of Conduct — including bullying, harassment, discrimination, or ongoing interpersonal conflict — must be reported promptly to a supervisor. Witnesses of such behaviour are also required to report it.

All incidents of noncompliance, work performance deficiency (within reason), or abusive or bullying behaviour must be documented and verbally discussed with the employee or volunteer as soon as possible.

If incidents continue, they are to be presented in written format and presented to the employee or (or volunteer) for signature, acknowledging that they have read and understood.

The first discussions, as well as the written documentation afterwards, should specify corrective behaviour or measures and also indicate next steps if compliance is not achieved. A copy of all documentation must be placed and retained on the employee's personnel file for the full length of employment.

COMPLAINT PROCESS

Complaints must be in writing as detailed in the Conflict Resolution Policy.

RELATED DOCUMENTS

- Workplace Bullying and Harassment Policy
- Conflict Resolution Policy
- Freedom of Information and Protection of Privacy Act
- Confidential Information and Privacy Rights of Personal Information Policy

FORMS

- Policy Agreement Form