



EXECUTIVE BOARD CODE OF CONDUCT POLICY

(Effective: January 1, 2006)

CODE OF CONDUCT AGREEMENT

As a Member of the Executive Board of the Union of B.C. Performers, I promise to uphold the governing documents of the Union of B.C. Performers and to conduct myself with consideration and regard for the rights of the Membership and my Executive Board colleagues.

SECTION 1: DEFINITION OF OFFICERS & DIRECTORS DUTIES & RESPONSIBILITIES

By virtue of their election to the Executive Board, every Board Member assumes the responsibility of performing the duties and obligations of Office to the best of their ability. Beyond this, Executive Board Members should be aware of their standing as role models for the Membership and the profession within the industry and community.

An Executive Board Member must:

- (a) Maintain membership in good standing in the Union of B.C. Performers.
- (b) Act in good faith in the best interests of the Union of B.C. Performers.
- (c) Address decision-making in a careful and deliberate manner.
- (d) Commit to a high standard of honesty and integrity.
- (e) Regularly attend meetings of the Executive Board.
- (f) Conduct the business of the Executive Board in a professional manner.
- (g) Maintain the confidentiality of Executive Board information.

1.1 Attendance

Non-attendance of three (3) or more consecutive meetings may result in dismissal from the Executive Board, forfeiture of a portion of the stipend, or other such penalty as the Board shall devise. Attendance may be excused for reasons of health, industry-related employment, or bereavement. If an Executive Board Member is going to be absent, it is their obligation to inform. If an Executive Board Member is going to be absent for an extended period, it is their obligation to inform the Board and take a leave of absence.

1.2 Conduct During Meetings

During the course of an Executive Board meeting, an Officer/Director will not behave in an unprofessional or disruptive manner, or use language that is unprofessional or disruptive.

1.3 Confidentiality

All matters discussed during Executive Board meetings are to be kept confidential unless the majority of the quorum assembled grants an express waiver to confidentiality on an issue. Those matters deemed confidential shall be kept as such notwithstanding the expiry of the Executive Board Member's term of office or resignation.

Should such confidentiality policy be violated and confidential matters divulged in print or orally to anyone other than those entitled to such information (those in attendance at the meeting or who sit on the Executive Board or who are otherwise instructed to receive information discussed), and such conduct is not subsequently condoned by the Executive Board, the Executive Board Member who has committed the breach shall resign his/her position on the Executive Board effective a date acceptable to the remaining Executive Board Members. Should such breach occur subsequent to the expiry of the Executive Board Member's term of office or resignation, the matter will be referred to the Discipline Committee and the process outlined in the Bylaws will be followed.

1.4 Liabilities and Insurance

Executive Board Members must conduct themselves in the course of their duties in a manner that does not attract legal liability to themselves or the Union of BC Performers. Executive Board members should be aware that insurance carried by the Union may not shield them or the Union from legal liability in connection with the following:

- (a) fraudulent acts;
- (b) criminal acts;
- (c) dishonest acts;
- (d) sexual abuse;
- (e) libel and slander;
- (f) discipline of members;
- (g) negotiations; and
- (h) work stoppages.

1.4.1 Responsibilities of Executive Board and Staff

The Union of B.C. Performers is a membership-driven organization. As such the management team of the Union supervises the staff of the Union as directed by the President through the Executive Board and the Membership. In order to ensure this line of supervision, individual Executive Board Members should not:

- (a) direct staff respecting the enforcement or administration of collective agreements, except through the President;
- (b) conduct collective bargaining except with the presence of the Union's management;
- (c) administer or provide interpretations on the collective agreements;
- (d) provide advice to members on personal or business matters, whether those matters are in any way connected with the Union of BC Performers or not.

SECTION 2: CODE OF ETHICAL CONDUCT

2.1 Conflict of Interest

A Member of the Executive Board will not place their self in any position that creates a Conflict of Interest between responsibility as a Member of the Executive Board and personal interests and responsibilities.

A Conflict of Interest occurs when an individual's private interest differs from his/her obligations to the Union of B.C. Performers in his/her capacity as an Executive Board Member.

A Conflict depends upon situation and not on the character or actions of the individual.

Conflicts of Interest can include both financial and material interests. In addition to actual Conflict of Interest, there can also be apparent or potential Conflict of Interest. An apparent/potential Conflict of Interest occurs when the answer to the following question is **"yes"**:

"Would a reasonably informed person perceive that the performance of the Officer/Director's duties and responsibilities could be influenced by their financial or material interest?"

Conflicts include situations:

- (a) Where private affairs or financial interests of Executive Board Officers/Directors are in conflict with their duties and responsibilities as Executive Board Members, or result in a perception that a conflict exists.
- (b) Where the action(s) of an Executive Board Officer/Director compromise or undermine the trust which the public and Membership place in the Union of B.C. Performers.
- (c) Which could impair or appear to impair the abilities of the Executive Board Officer/Director to act in the best interest of the Union of B.C. Performers.

If a Conflict of Interest arises or exists, a Member of the Executive Board is required to:

- (a) Disclose any potential or real Conflict of Interest to the President or to the Executive Board as a whole.
- (b) Refrain from attempting to exert personal influence in connection with the issues being considered.
- (c) Immediately raise the possibility of a Conflict if there is reason to believe that another Member of the Executive Board has a Conflict of Interest.

SECTION 3: ALLEGED VIOLATION OF THE CODE OF CONDUCT

If a Member of the Executive Board believes there has been a violation of the Code of Conduct, they may first speak directly to the person involved. If there is not a satisfactory explanation for the behaviour, or if the behaviour is not corrected, they may then direct their concerns to the President.

If the situation is still not satisfactorily resolved, they may then present the facts to the Executive Board.

SECTION 4: PENALTIES

After due diligence, due process and in good faith, if two-thirds of the Executive Board Members present at the time, assuming there is a quorum, determines there has been a violation of any aspect of the Executive Board Code of Conduct, they may take any of the following actions:

- (a) Assess a fine, non-payment of which (within 30 days) will result in forfeiture of their position on the Executive Board and shall be deemed a resignation.
- (b) Declare the affected Executive Board Member ineligible to vote on the matter under dispute.
- (c) Forfeit the affected Executive Board Member's stipend for the meeting.
- (d) Cause the offending Member to draft a letter of apology that upon the Executive Board's satisfaction shall be published and distributed as the Executive Board so determines.
- (e) Removal of the affected Executive Board Member from the meeting.
- (f) Refer the matter to the Discipline Committee which shall be empowered to hear such matters and assess whatever remedy/penalty they deem appropriate up to and including suspension/expulsion from the Union and/or removal from elected or appointed office.

I hereby agree to the terms and conditions of the UBCP Executive Board Code of Conduct Policy as stated above this _____ day of _____, 2006.

Executive Board Member Name
(please print)

Signature