

CANADA EMPLOYMENT & IMMIGRATION UNION CODE OF CONDUCT

1. Introduction

Canada Employment & Immigration Union (CEIU) as an organization is expected to perform all duties associated with our positions skillfully, impartially and diligently to the extent possible in order to contribute to the efficient and economic achievement of the Union's goals.

This code aims to clarify for the organization the conduct expected in the performance of our duties and the consequences of not doing so, thereby maintaining the trust of the membership and confidence in the integrity and professionalism of the services provided by the Union.

This code of conduct is written as a set of general principles rather than detailed prescriptions. The code cannot address all possible issues which we may face in the course of daily Union functions. The successful development of an ethical environment relies upon our having responsibility for our own professional behavior taking into consideration the provisions of this code, policies of the Union and advice of the PSAC. The organization should be guided in our conduct by the principles established by this code. If there is any doubt as to the applicability of the code, or the appropriate course of action to be adopted, the matter should be discussed with CEIU's National President. This is subject to and in accordance with CEIU's By-Laws, Regulations and Policies as well as the PSAC Constitution.

2. Personal and Professional Behavior

As an organization, our personal and professional behavior must contribute to a productive and harmonious workplace and reflect favorably on us and our Union. As an organization we are required to:

- (a) comply with legislative or administrative requirements, and lawful and reasonable directions given by persons of authority
- (b) maintain and develop knowledge in our professional fields and areas of responsibility
- (c) exercise our best judgment in the interests of the Union
- (d) be aware of the requirements of Anti-Discrimination and Occupational Health and Safety legislation and the responsibilities these place on us

- (e) make decisions fairly and without bias using the best factual information available
- (f) maintain adequate documentation to support decisions made
- (g) respect the dignity of the public, members and other staff by treating them with courtesy, honesty and sensitivity to their rights
- (h) implement and abide by CEIU's By-Laws, Policies and Regulations
- (i) comply with any and all conditions of access to CEIU's communication facilities
- (j) act responsibly when becoming aware of any unethical behavior or wrong doing by any other staff or executive member. This may involve a report to the National President. Known or suspected corrupt conduct or activities must be reported to the National President
- (k) treat others in the workplace fairly and with respect, and not harass, victimize or discriminate against staff, executive or members in work practices on the grounds of sexuality, transgender status, race, color, ethnic or religious background, descent or national identity, marital status, disability, age, political conviction or religious belief, or other grounds covered by relevant legislation
- (l) comply with the Union's Code of Ethics and guidelines in relation to the ethical conduct of members of the Organization

3. Use and Security of Official Information

All staff, the National Executive and members have a right to expect confidentiality and privacy with respect to personal information obtained by other members of the Union in the course of providing Union services. Similarly, each of us has a duty to maintain the confidentiality, integrity and security of official information for which we are responsible.

We are expected to respect the personal privacy of others. We must comply with CEIU/PSAC's data protection and privacy policies.

Official information may occur in the form of paper, documents, registers, files, photographs, data or information stored in hardcopy or electronic format, or passwords. Unless formal authority is granted we must not disclose or use official information which would not normally be available to the public other than as part of official duties. Formal disclosure

mechanisms include Access to Information legislation or court orders such as subpoenas.

We must not take, or seek to take, improper advantage of any official information which we may have access to as a result of our jobs, in order to gain a financial or other benefit for ourselves or any other person or group. To do so may be in breach of privacy legislation and lead to criminal action which may result in fines or imprisonment.

4. Conflicts of Interest

CEIU's adherence to the principle of respect for the individual entails a strict regard for the privacy and dignity of each staff person, National Executive and member. CEIU will therefore not involve itself in the private lives of its staff, National Executive and members. However, a conflict of interest may arise where a staff member or a National Executive member engages in activities or advances or inhibits personal interests at the expense of CEIU's interests or the interests of other members of the Organization.

We are required to disclose to the National President immediately any financial, personal or other interest or potential interest which could directly or indirectly compromise the performance of our duties or conflict with CEIU's interest, and take action to avoid the conflict. It should be recognized that hostility as well as friendship can be perceived as a conflict of interest.

Management must effectively resolve any conflicts of interest that arise in the work environment. Possible action may result in arrangements being made to remove the staff or National Executive member from the duties where the conflict has arisen or they may be directed to cease providing support to a third party whose actions may conflict with CEIU's interest.

Management assisting the resolution of conflict of interest must ensure that the process is conducted fairly, that information disclosed is treated confidentially (where appropriate) and that where possible, a resolution is arrived at which is agreed to by the individual member of the Organization concerned. Management will appropriately record all reports of actual or potential conflict of interest and all directions given about handling each case. Reports will be kept in a secure location.

5. Public Comment

We should ensure that our public comments (either verbal or written) made in a private capacity are not attributed as official comment of CEIU. In this regard, we should not use official stationery for private correspondence or for

purposes not related to our official duties.

6. Use of CEIU's Resources

Our aim should be to ensure that resources (ie materials, funds, personnel, equipment, facilities, electronic communications, CEIU's logo and letterhead etc) entrusted to us are used efficiently, carefully, lawfully and honestly.

7. Acceptance of Gifts and Benefits

It is unethical for anyone to solicit any gifts, benefits or additional money for ourselves. Nor should we accept gifts or benefits which might in any way compromise or influence us in our official capacity. We must not influence or try to influence our colleagues by giving gifts, or other inducements.

8. Responsibilities after leaving CEIU

As members of the Organization we must not disclose any official information after leaving CEIU that was our duty not to disclose while performing services for CEIU.

Former members of the Organization should not use or take advantage of personal, confidential or official information they have obtained in their capacity as a CEIU representative. Furthermore, we all must be careful in our dealings with former members of the Organization and make sure they do not give them favorable treatment or access to personal, confidential or official information.

9. Responsibilities of Management

Management's responsibilities include, but are not limited to:

- (a) ensuring that members of the Organization have access to copies of the Code of Conduct and other relevant documents, policies and receive orientation.
- (b) ensuring that the requirements of the Code of Conduct are reflected in the day-to-day management members of the Organization
- (c) ensuring members of the Organization maintain high standards of conduct in the workplace, meetings, public forums

- (d) supporting members of the Organization who disclose information regarding corrupt conduct
- (e) taking all necessary steps to resolve any conflicts that arise and ensuring any conflict is avoided in the future
- (f) appropriately recording all reports of actual or potential conflict of interest and all directions given about handling each case

10. Failure to Comply with Requirements

This code of conduct is designed to promote and enhance the ethical behavior of all members of the Organization. If you are found to have breached the Code, CEIU may decide to take action against you. Such action may include informal discussion, information or awareness of code, disciplinary action for "misconduct" or "serious misconduct". Any such action may result in sanctions imposed, including and up to, termination of employment or removal from office.

Breaches of the Code may also result in action being taken by PSAC or criminal court where breaches of relevant legislation may be evident and may result in criminal action, fines or imprisonment.

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