



# BC ASSESSMENT

## BOARD POLICY

### Standards of Conduct Policy BP02-0117

#### 1. Application and Scope

This Policy and the standards it establishes apply to British Columbia Assessment Authority (BC Assessment) employees, directors appointed under section 11(2) of the *Assessment Authority Act*, and contractors, as applicable by specific reference.

#### 2. Purpose of Policy

This Policy outlines and communicates the expected standards of behaviour for BC Assessment employees, board members and contractors.

It establishes the required standards of conduct for employees, board members and contractors, what they must do to meet these standards and the decision-making and compliance framework to ensure a consistent approach across the organization. The Standards of Conduct Procedure outlines supporting processes and specific steps and measures for implementing the requirements outlined in this Policy. (In essence this Policy outlines what must be done and by whom and the Procedure outlines how it must be done.)

BC Assessment employees, board members and contractors must at all times, in the course of their duties, performance of their responsibilities and in representing BC Assessment, comply with the standards of conduct as defined in this Policy, and as apply to them.

#### 3. Definitions

**“Board”** means the Board of Directors of BC Assessment.

**“Board Chair”** means the Chair of the Board of Directors of BC Assessment.

**“Board members”** means the directors appointed under section 11(2) of the Assessment Authority Act.

**“CEO”** means the President and Chief Executive Officer of BC Assessment.

**“Contractor”** includes an individual, corporate entity or an employee of a corporate entity that has entered into a contract or agreement to provide defined services to BC Assessment for a fee for service.

**“Discrimination”** means unfair differential treatment of an individual or group, whether intended or not, on the basis of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, age or unrelated criminal conviction (the “Protected Grounds”).

**“Discriminatory Harassment”** means harassment (as defined below) based upon the Protected Grounds.

**“Ethics Advisor – Board”** means the individual appointed by resolution of the board members to act in accordance with the *Terms of Reference for the Ethics Advisor*.

**“Ethics Officer – Staff”** means the Vice President, People who is assigned to answer questions about the interpretation and application of the provisions in this Policy as they relate to employees, managers, and executives.

**“Executives”** means Vice Presidents who report to the CEO.

**“Gift”** includes any benefit, gratuity, favour, discount, entertainment, hospitality, loan, or other item having monetary value. It includes donations, free services, as well as gifts of leisure activities, training, transportation, travel, lodgings and meals, whether provided in kind, or by purchase of a ticket, payment in advance or reimbursement after the expense has occurred.

**“Harassment or Bullying”** includes *discriminatory harassment* and *sexual harassment*, and is any act or statement directed against another person that a reasonable person would believe would cause humiliation or intimidation, and where the conduct serves no legitimate work-related purpose. It includes but is not limited to:

- Making derogatory or sarcastic comments;
- Swearing, yelling, shunning;
- Distributing or discussing offensive material;
- Derogatory gestures, embarrassing practical jokes, ridicule, gossip;
- Heedless disregard or denial of another’s rights;
- Improper use of managerial or supervisory authority; and
- Physical assault.

**“Immediate Family”** means a parent, spouse (including common-law), child, brother, sister, father-in-law, mother-in-law, grandchild, grandparent, or step-parent, whether or not residing in

the employee's household. It also includes any other person permanently residing in the employee's household or with whom the employee permanently resides.

**"Information Technology"** includes, but is not limited to, computers, networks, voice systems, computer applications, databases and portable electronic devices, which are provided to employees to perform or conduct their work.

**"Offensive Material"** includes, but is not limited to, pornography, hate literature or any material which contravenes the *Human Rights Code*. It also includes derogatory comments aimed at BC Assessment employees or clients.

**"Sensitive Information"** includes any personal, confidential or protected information whose release is unauthorized, i.e. information that is reasonably likely to be excepted or excluded from access under the *Freedom of Information and Protection of Privacy Act* or the *Assessment Act*. Sensitive information includes information or data that has not been approved by management for public disclosure.

**"Sexual Harassment"** means:

- Conduct or comment of a sexual nature made by a person who knows or ought reasonably to know that such conduct or comment is unwanted or unwelcome;
- Expressed or implied promise of a reward for complying with a request of a sexual nature;
- Actual reprisal or an expressed or implied threat of reprisal for refusal to comply with such a request; and
- Conduct or comment of a sexual nature that is intended to, or has the effect of, creating an intimidating, hostile or offensive environment.

**"Workplace"** means any location where an employee is carrying out the business activities of BC Assessment in the normal course of their duties. It may also include off-duty locations where the principal reason for the employee being there arises from the course of their duties, i.e. overnight travel on BC Assessment business.

## 4. Policy Requirements

### 4.1 Principles of Conduct

To establish and maintain the public's trust and confidence in BC Assessment, employees, board members and contractors must uphold the highest standards of conduct in the course of their work for BC Assessment.

Integrity is a core value of the organization. BC Assessment employees, board members and contractors are accountable for their actions and for carrying out their responsibilities and functions in a fair, trustworthy and impartial manner. They are expected to display and be known for honesty and principled business behaviour.

The Policy sets out minimum standards of conduct and a framework of basic principles. It is not exhaustive in foreseeing and addressing every possible situation. Although the principles and requirements are presented separately they are interconnected and intended to create an overall environment for promoting and instilling the values of ethical and professional conduct in BC Assessment employees, board members and contractors.

## 4.2 Duties

Employees, board members and contractors have the following duties in carrying out their work and responsibilities for BC Assessment:

- Duty of loyalty – to act honestly, in good faith and in the best interest of BC Assessment, including placing the interests of BC Assessment ahead of their own personal or business interests;
- Duty of care – to demonstrate care and exercise the degree of skill and diligence reasonably expected from an ordinary person of his or her knowledge and experience;
- Duty of impartiality – to make decisions and provide advice in an objective, independent, apolitical and unbiased way;
- Duty to disclose – to act transparently and openly and disclose any interest, relationship, opportunity, activity or transaction that could lead to or result in a real or perceived conflict of interest; and
- Duty to comply with the law – to be aware of, understand, and comply with laws and regulations that are applicable to BC Assessment's business and activities and not commit or condone in any way an illegal act. If uncertain about whether a law is applicable to BC Assessment, the employee, board member or contractor should seek clarification as appropriate.

It is also the duty of each employee, board member and contractor to learn and understand the requirements of this Policy and the standards of conduct he or she is expected to meet.

Board members are also bound by the BC Assessment "Charter of Expectations for Directors".

## 4.3 General Conduct

### 4.3.1 Workplace Behaviour

Everyone has the right to expect, and has the responsibility to create, a workplace where individuals are safe and treated with respect.

BC Assessment employees, board members and contractors must conduct themselves and use language appropriate for a business setting that meets acceptable social and professional standards and contributes to a positive work environment.

Any form of discrimination, harassment or bullying, attempted or actual or threat of violence from any source, or other similarly inappropriate conduct is unacceptable and will not be tolerated.

Employees, board members and contractors must report any incident of discrimination or harassment or bullying, or attempted or actual violence, including a threat of violence.

The possession or use of illicit drugs or the use of alcohol or cannabis or cannabis products in the workplace is strictly forbidden. Employees who appear to be impaired or under the influence of alcohol or drugs in the workplace will be removed from duties and may be subject to discipline up to and including dismissal.

In their dealings with the public, employees and contractors must act in a manner that is courteous, professional, equitable, consistent, fair, and in accordance with the legislation governing BC Assessment.

#### ***4.3.2 Working Relationships and Human Resource or Procurement Decisions***

A member of the employee's immediate family may not be employed in situations where:

- A reporting relationship exists, where one family member has influence, input or decision making power over the other family member's performance evaluation, salary, special permissions, conditions of work and similar matters; and
- The working relationship affords an opportunity for collusion between the two employees that would have a detrimental effect on BC Assessment's interests.

An employee may not make a decision to enter into a contract with a contractor who is an immediate family member, or if the contractor is a corporation, where an immediate family member is a director, officer or principal of the corporation or will provide the services under the contract.

Employees must disqualify themselves as participants in human resource or procurement decisions where their objectivity would be compromised, or where there is a reasonable basis for perception that their objectivity would be compromised for any reason or benefit or any perceived reason or benefit. For example, employees must not participate in staffing or salary administration decisions involving immediate family members.

#### ***4.3.3 Representing BC Assessment***

An employee or board member must not teach, lecture or write about BC Assessment in a public forum unless authorized by his or her Vice President or Board Chair, respectively. This does not prohibit participation in professional conferences or similar forums where attendance is paid for or endorsed by BC Assessment, or otherwise approved by the employee's manager or Board Chair.

Employees must not speak to the media on behalf of BC Assessment unless permitted under the Media Relations Policy or authorized by the Director, Communications and Government Relations.

#### **4.3.4 Public Comment**

Employees, board members and contractors are free to comment on public issues, but in doing so must exercise caution that they do not jeopardize the perception of their impartiality in the performance of their duties for BC Assessment. For this reason, they must exercise care in making comments or entering into public debate about BC Assessment as an organization, its employees, its assessment statutes or regulations, or its assessment or property taxation policies.

When commenting on public issues, employees, board members and contractors, must make it clear that they are speaking on their own behalf and not on behalf of BC Assessment and that their comments in no way represent or reflect BC Assessment opinions.

#### **4.3.5 Political Activity**

BC Assessment employees, board members and contractors may participate in political activities including membership in a political party, supporting a candidate for elected office, or seeking elected office. The political activities of employees, board members and contractors must, however, be clearly separate from activities related to the employee, board member, or contractor's duties with BC Assessment.

If engaging in political activities, an employee, board member or contractor must remain impartial and retain the perception of impartiality in relation to his or her responsibilities for BC Assessment.

Employees are expected to be non-partisan in the workplace and the workplace should appear non-partisan. An employee must not engage in political activities during working hours or use BC Assessment facilities, equipment or resources in support of these activities. Employees are free to discuss political matters and exchange private political views in the workplace while on their breaks, but any visible items such as posters, buttons, or brochures supporting a specific political party are not permitted in the workplace.

### **4.4 Conflicts of Interest**

#### **4.4.1 General**

The integrity of its employees, board members and contractors is essential to maintaining BC Assessment's reputation as a trusted organization. BC Assessment employees, board members and contractors have the right to be involved in activities as citizens of the community. However, they must keep their roles as private citizens separate and distinct from their responsibilities as employees, board members and contractors of BC Assessment in order to avoid situations involving a conflict between their private interests and the interests of BC Assessment and any perception that they have special privileges.

Employees, board members and contractors must ensure that their private affairs do not cause a conflict of interest, or perceived conflict of interest, and that their action and conduct does not conflict with the discharge of their duties and responsibilities as an employee, board member or contractor of BC Assessment.

An employee, board member or contractor is in a “conflict of interest” where their:

- private affairs or financial interests conflict with their duties, responsibilities or obligations to BC Assessment; and
- actions compromise or undermine public trust in BC Assessment.

An employee, board member or contractor is in a “perceived conflict of interest” if a reasonably well- informed member of the public would consider that a conflict of interest exists.

Situations that actually cause a conflict of interest and situations that can be perceived as causing conflicts are both prohibited.

#### **4.4.2 Conflict Situations**

For greater clarity in understanding conflict of interest situations, following is a list of activities and conduct that are specifically prohibited and a list of activities that are specifically permitted. These lists are not exhaustive but are intended to provide guidance in understanding and complying with the conflict of interest standards established in this Policy.

##### **Prohibited Activities and Conduct:**

- Employees must not carry out real estate valuation, consultation or sales activities for any purpose, and must not be involved, financially or otherwise, in any private appraisal business;
- Employees must not alter, add, delete or attach information to the file or record (whether electronic or paper) of any property in which they have an interest, or of any property held by immediate family members;
- Employees must only access BC Assessment records for legitimate business reasons (that is, when it is related to their official duties and workload);
- Employees, board members and contractors must not disclose, provide access to or share for their own personal or business purposes, or the personal or business purposes of immediate family members, information acquired in the course of employment, through their position or their work with BC Assessment when that information is not generally known and available to the public;
- Employees, board members and contractors must not give, or encourage other employees, board members or contractors to give, preferential treatment to immediate family members, friends, or any organization in which BC Assessment employees, board members or contractors and their family members have any interest (financial or otherwise);

- Employees and board members must not directly or indirectly accept, solicit or demand a gift, favour, benefit or service that arises out of their employment or appointment from anyone other than:
  - The normal exchange of hospitality between persons doing business together;
  - Tokens exchanged as part of protocol; and
  - The normal presentation of gifts to persons participating as a representative of BC Assessment in public functions, speeches, lectures, seminars or similar activities.
- Employees and board members must not accept complimentary benefits, such as hospitality or gifts from persons having dealings with BC Assessment where such a practice could compromise the employee or board member's objectivity or result in an impression that their objectivity is compromised;
- Employees and board members must avoid situations where they are or could become obligated to anyone seeking to gain special consideration or favour from BC Assessment;
- Employees, board members and contractors must not directly or indirectly benefit, or be perceived by a reasonably informed member of the public to have benefited, from:
  - The use of information acquired solely by reason of their employment at, or work for, BC Assessment; and
  - Decisions at BC Assessment over which they have an influence, such as contracts, discretionary approvals and appointments.

#### **Permitted Activities:**

- Employees may accept employment with another employer, except as a property appraiser, real estate salesperson or any other employment associated with the real estate industry;
- Employees and board members may:
  - carry on a business
  - receive public or private funds for personal activities outside their employment or position on the Board
  - be a member of a professional or occupational association
  - volunteer with charitable, community service and professional organizations, and
  - raise money for other organizations or causes

always provided that these positions or activities do not:

- interfere with the performance of their duties as employees or board members
- bring BC Assessment into disrepute
- represent a conflict of interest or perceived conflict of interest as outlined in this Policy
- take advantage of an employee's employment or board member's position (for example, employee or board member's access to confidential information)
- appear to be an official act or to represent BC Assessment opinion or policy, and
- involve the use of BC Assessment employees, premises, services, equipment, information or supplies to which the employee or board member has access to by virtue of their employment or position with BC Assessment, unless otherwise permitted by this Policy.

### **4.4.3 Disclosure of Conflicts of Interest**

#### **Self-Disclosure**

Full disclosure of interests enables employees, board members and contractors to resolve unclear situations and provides an opportunity to dispose of or address any conflicting interests before any difficulty can arise.

As soon as any facts or circumstances relating to a real or perceived conflict of interest come to an employee, board member or contractor's attention, and the employee, board member or contractor realizes that he or she is in real or perceived conflict of interest, they must disclose this in accordance with the Standards of Conduct Procedure. The requirement to disclose exists even if the employee, board member or contractor does not become aware of the conflict until after the transaction is complete.

The employee, board member or contractor, must immediately take steps to resolve any conflict or perceived conflict and must take any steps as directed following the disclosure of the potential conflict of interest.

#### **Perceived Concern**

If an employee or board member is concerned or has reason to believe that another employee, contractor or board member is in a conflict of interest, the concerned employee or board member must immediately request that the employee, contractor or board member disclose the matter as required. If the concerned employee or board member does not feel comfortable raising the concern with the employee, contractor or board member who may be in a potential conflict, or if the employee, contractor or board member in a potential conflict does not address the potential conflict as required, the concerned employee or board member must immediately

bring the concern to the attention of BC Assessment in accordance with the Standards of Conduct Procedure.

#### **4.4.4 Employment Restrictions**

##### **While Employed by BC Assessment**

Employees must not allow themselves to be influenced in carrying out their employment responsibilities by prospects for an offer of

- employment as an employee in an outside entity, or
- remuneration or other reward from an outside entity for doing anything for it in any capacity.

An employee must immediately disclose, in accordance with section 4 of the Standard of Conduct Procedures, any offer as described above if it does or could place the employee in a conflict of interest situation, or where the employee accepts the offer.

##### **After Employment with BC Assessment**

###### **General**

After ending their employment with BC Assessment, all former employees have an obligation not to disclose or use confidential information obtained through their employment with BC Assessment. All former employees have a duty not to accept employment or other paid opportunity with an outside entity where the employment or opportunity would require the former employee to use or rely upon confidential information gained as an employee of BC Assessment, or where it would conflict with duties performed while an employee of BC Assessment.

##### **Post-Employment Restrictions for BC Assessment Executive Employees**

For the purpose of this section

- “activity” includes undertaking contract work assignments, lobbying for or otherwise making representations for, negotiating on behalf of, providing counsel to, being appointed to the Board;
- “executive employee” means the CEO and Vice Presidents of BC Assessment; and
- Executive employees are considered to have had “substantial dealings” with an entity where they have had ongoing involvement with that entity in the course of performing their duties for BC Assessment, or they have been involved in a work assignment or project for BC Assessment that impacted the interests of that entity.

It is a condition of employment with BC Assessment that former executive employees must not, for a period of 12 months following the end of their employment with BC Assessment, accept employment or other paid activity with an outside entity with whom they had substantial dealings in the final year of their employment with BC Assessment where such activity would be a direct conflict with the interests of BC Assessment if they were to act for the entity.

Additionally, a former executive employee must not, for a period of 12 months following the end of their employment with BC Assessment, act for an outside entity in connection with any ongoing proceedings, transaction, negotiation or case in which the outside entity and BC Assessment are involved if during their former employment with BC Assessment, they acted for or advised BC Assessment concerning the proceedings, transaction, negotiation or case, and acting for the outside entity in that connection would result in the outside entity receiving a private or commercial benefit or any benefit not generally available.

These restrictions apply only to work performed in the Province of British Columbia for an entity operating in the Province of British Columbia.

An executive employee may seek a reduction in the 12 month restriction by making a request for an exemption or waiver under section 7 of this Policy and in accordance with section 8 of the Standards of Conduct Procedure.

#### **4.4.5 Property Records and Assessments**

##### **Property Records**

Where an employee or board member believes that a change may be warranted to the file or record (whether electronic or paper) of any property in which the employee or board member or a member of the immediate family of the employee or board member has an interest, the employee or board member may request a change in accordance with the Standards of Conduct Procedure.

##### **Property Valuation**

Employees must not be involved in collecting or inputting data, valuing or making assessment decisions, or determining classification related to their own property or that of an immediate family member. Employees must report any situation where they have been assigned to collect or input property data, to value, or to make or recommend any assessment decision, including the determination of classification or whether to appeal a decision, for any property in which they or an immediate family member have an interest.

##### **Assessment Appeals**

Employees, board members and contractors have the right to appeal assessments on properties in which they or their immediate family members have an interest, or apparent interest. Where an employee or board member makes an appeal in respect of a property in which they or their immediate family members have an interest, the appeal is handled in accordance with the specific provisions set out in the Standards of Conduct Procedure.

#### **4.5 Responsible Management and Custody of Information and Assets**

##### **4.5.1 Safeguarding BC Assessment Assets**

Employees, board members and contractors are expected to responsibly manage and protect corporate information and data they have access to, gathered or used in the course of their work

or related to their position, to ensure that the integrity and confidentiality of information is not compromised.

Employees and contractors are expected to take reasonable precautions to safeguard company assets which they have been assigned to use, i.e. motor vehicles, information technology, digital cameras and other technologies.

#### **4.5.2 Confidentiality of BC Assessment Information**

Employees and contractors have a duty to maintain the confidentiality of information under the *Assessment Act* and personal information under the *Freedom of Information and Protection of Privacy Act* that they obtained during their employment. This includes protecting the confidentiality of client personal information and corporate information related to contractors, suppliers and BC Assessment records and accounts. This requirement continues to apply after the employment relationship ceases.

Email is an Employer Business Record. The management of email must comply with the existing legislation, regulations, policies and standards with respect to the usage or disclosure of BC Assessment information, i.e. *Freedom of Information and Protection of Privacy Act*. Sensitive information must not be transmitted via the internet or exposed to unsecure internet access.

#### **4.5.3 Acceptable Use of Information Technology**

Employees are provided with numerous information technology tools and devices to use during the performance of their work. Acceptable use is broadly defined as business related use which furthers the interests of BC Assessment.

Employees are permitted responsible and incidental personal use of BC Assessment information technology. Such use must be only for the employee's access, transmission or receipt of information that is appropriate to the workplace and respectful of BC Assessment and its employees. If approved by their manager, employees may use BC Assessment offices and equipment to advance work-related studies during non-work hours.

No one may use BC Assessment's information technology for any of the following purposes:

- Any purpose that could cause or does cause harm to BC Assessment or its reputation;
- Any use that will detrimentally affect employee job performance or productivity; and
- Any use that will harm the information technology.

Data and information created or stored on corporate information technologies is owned by BC Assessment and employees should not expect the protection of privacy of any personal data or information. BC Assessment technical staff has access to all corporate networks, computers, and other technologies and all usage by staff is subject to monitoring for compliance with corporate policies.

Technologies that have been developed or installed for corporate wide use will be centrally managed. Acquisition or use of other technologies must comply with copyright and licensing terms and must be approved prior to installation or use in accordance with corporate policy.

## **4.6 Allegations of Harassment and Bullying or Other Wrongdoing**

### **4.6.1 Reporting Harassment and Bullying**

Employees, board members and contractors must report any incident of discrimination, harassment or bullying, or attempted or actual violence, including a threat of violence.

### **4.6.2 Reporting Wrongdoing other than Harassment or Bullying**

Employees, board members and contractors must report:

- A breach of these Standards of Conduct, including a real or perceived conflict of interest;
- A contravention or violation of the law;
- The misuse of public funds or assets; and
- A situation that involves an immediate threat to the health and safety of individuals or represents a danger to public health and safety or a significant danger to the environment.

All reports of allegations of wrongdoing will be handled promptly and confidentially in so far as the law permits and as is possible with investigating the allegation.

### **4.6.3 Acting in Good Faith**

Employees, board members and contractors will not be subject to reprisal or retaliation for bringing forward in good faith, allegations of discrimination, harassment, and bullying or other wrongdoing in accordance with this Policy statement. This means that employees, board members and contractors will not be subject to dismissal, demotion, alteration or cancellation of their contract, or any form of discrimination for reporting legitimate concerns in accordance with the Policy, including providing information and cooperating in any investigation of the matter. However, due to the serious implications of a false allegation, including the resources required to investigate a report, BC Assessment may take disciplinary or other action against anyone who knowingly makes a false accusation or knowingly provides false information in respect of an allegation of wrongdoing under this Policy.

## **5. Seeking Clarification on Standards**

Where an employee, board member or contractor is uncertain about any matter or provision contained in this Policy or the Standards of Conduct Procedure, they are strongly urged to seek clarification. Awareness and proactive behaviour by employees, board members and contractors in self-identifying any issues needing attention and potential conflict of interest situations is critical in ensuring ethical behaviour promoting the overall integrity of BC Assessment as an organization.

Where an employee or contractor has questions about the interpretation or application of any provision of this Policy they should first seek clarification from their manager or contract manager. If the employee is not comfortable discussing this matter with their manager or a manager or contract manager is unable to satisfactorily or fully answer the question, the advice of the Ethics Officer may be sought.

A board member should direct questions he or she has about the interpretation and application of the standards in this Policy first to the Board Chair. The Board Chair and board member may in turn seek the advice of the Ethics Advisor about the issues or questions raised.

## **6. Exemptions or Waivers from Policy Requirements**

Employees, board members and contractors may request an exemption from or a waiver of a requirement of this Policy in accordance with the Standards of Conduct Procedure and may be granted an exemption or waiver in extraordinary circumstances and where it is necessary and clearly in the best interests of BC Assessment. An approval of an exemption from the requirements in the Policy is based on a determination that the exemption would better serve BC Assessment's interests than requiring compliance with the Policy standards.

It is not possible to anticipate and provide guidelines to cover all circumstances where an exemption may be sought and required and each circumstance will be considered on its own merits. Determining whether an exemption or waiver should be granted based on whether such an exemption is in the best interests of BC Assessment will include consideration of the following:

- Operational requirements, including hiring and appointing qualified individuals and securing required services;
- Financial, economic considerations;
- Legal obligations;
- BC Assessment mission and values; and
- The public interest.

## **7. Compliance**

The Standards of Conduct Policy must be reviewed and acknowledged by all employees, board members and contractors at the point of their initial appointment as an employee, appointment to the Board, or the procurement of their services, and, thereafter, on an annual basis.

Compliance with the standards of behaviour outlined in this Policy is a condition of employment, ongoing appointment to the Board and continued service provision.

A breach of the Standards of Conduct Policy may result in a range of actions depending on the nature, magnitude and seriousness of the breach.

An employee who fails to comply with the standards established in the Policy may be subject to disciplinary action up to and including dismissal. A board member may be subject to recourse ranging from a reprimand to being dismissed from their position on the board. Non-compliance with the standards by a contractor may result in the contract or service agreement with the contractor being terminated.

Disciplinary action will not be taken against an employee, board member or contractor for a contravention or violation of this Policy where they have acted in good faith on the basis of advice received, provided the employee has made full disclosure of all the circumstances.

## 8. Responsibilities

### Board

The Board has overall responsibility for ensuring that BC Assessment has in place a policy establishing rules of conduct to promote the highest standard of ethical behaviour of its employees, board members and contractors and the integrity of BC Assessment.

Board members are responsible individually for understanding and complying with the Policy requirements and demonstrating the highest standard of conduct.

Board members are responsible as a group for:

- Undertaking reviews of declarations of conflict of interest made by board members, the CEO, the General Counsel and Corporate Secretary, the Director Internal Audit, Planning & Risk, and determining how they should be resolved; and
- Receiving, considering and approving requests for exemptions from or waivers of the requirements or provisions of this Policy from Board members, the CEO, the General Counsel and Corporate Secretary, and the Director Internal Audit, Planning & Risk.

### CEO

The CEO is responsible for ensuring that there are systems and processes in place for:

- Communicating the standards of conduct established in this Policy to employees and contractors and that they understand the consequence of non-compliance;
- Investigating breaches of this Policy and reports or allegations of wrongdoing and based on the results of the investigation, ensuring that appropriate action is taken;
- Undertaking reviews of declarations of conflict of interests made by employees and determining how these should be resolved;
- Ensuring that confidential information is handled with caution and discretion; and
- Considering and approving requests for exemptions from or waivers of the requirements or provisions of this Policy from employees.

## Managers

Managers are responsible for:

- Ensuring that all employees they are responsible for supervising are aware of this Policy;
- Advising staff on standards of conduct, conflicts of interest and other issues arising under this Policy;
- Ensuring that confidential information is handled with caution and discretion;
- Monitoring employee behaviours and investigating potential breaches of this Policy;
- Reporting allegations of wrongdoing brought to their attention by employees or contractors and cooperating in any investigation of the allegations; and

## Employees and Contractors

Employees and contractors are responsible, as applicable, for:

- Making themselves aware of the meaning and intent of this Policy;
- Fulfilling their assigned duties and responsibilities and deliverables objectively and impartially;
- Maintaining appropriate workplace behaviour;
- Ensuring that their use of computer systems, email and the internet is appropriate and consistent with this policy;
- Disclosing and resolving conflict of interest situations in which they find themselves;
- Taking measures to prevent the possibility of conflict of interest arising;
- Reporting allegations of wrongdoing; and
- Checking with their manager, contract manager, or an Ethics Officer when they are uncertain about the application of any aspect of this Policy.

## 9. Administration of Policy

The Director, Human Resources is responsible for administering and maintaining the Standards of Conduct Policy.

## 10. Supporting Procedures and Policy Instructions

- Standards of Conduct Procedures;
- Information Management Policy;
- Information Protection Policy;
- Information System Monitoring Policy;
- Information System Access Control Policy;
- Terms of Reference for the Ethics Advisor; and
- Charter of Expectations for Directors.

## **11. Cancellations**

October 17, 2018 – This version replaces BP 02-0117 dated October 31, 2014.

October 31, 2014 – This Policy cancels the Workplace Harassment Policy and Procedures dated November 1996 and the Code of Ethical Conduct dated April 2009.