

Code of Conduct for Participants

For RABC to command the respect and confidence of government, it is necessary that the Board to adopt appropriate standards for the conduct of participants involved with the Board's activities. Individuals who participate in consultations, meetings and on committees are expected to observe the highest standards of impartiality, integrity, and professional decorum. This applies during meetings, conference calls and written forms of communication.

Definition

The Code of Conduct is a guideline for appropriate individual and collective behaviour of all participants.

The Code

1. Responsibility
Participate in productive debate while during meetings, consultations and committee activities by: being well prepared; be clear and concise when speaking; be respectful of others; remain flexible and open to change of opinion and accept new information; and support the final decisions made.
2. Respect
Promote and encourage diverse opinions and ideas by: recognizing the right of all to be heard and respected; acknowledge the experience and knowledge of all; promote collaborative, collegial behaviour; and avoid personal criticism, group criticism or abusive comments of other participants or staff either in direct confrontations or through insinuation. There will be zero tolerance for any form of intimidation or harassment, including sexual harassment.
3. Openness
Identify conflicts of interest. Be transparent in providing all reasons and supporting rationale for positions and decisions stated.

Process for holding participants accountable to the Code of Conduct

It is the responsibility of each participant to hold herself/himself accountable for behaving in accordance with the Code of Conduct. In addition, members have responsibility to hold each other accountable for behaving in accordance with the Code of Conduct.

If a participant or participants have a concern with the behaviour of another participant:

- Raise and discuss the concern with the Chair of the Committee, the General Manager or the President
- The participant whose behaviour is in question will be interviewed by the Chair of the Committee and the General Manager
- Other participants may be interviewed
- Evidence will be gathered
- The complaint will be documented in a clear and concise manner
- If, in the opinion of the Chair of the Committee and the General Manager, a violation of the code of conduct has occurred, then the participant may be offered the opportunity to correct the situation (e.g. offer an apology)
- If, in the opinion of the Chair of the Committee and the General Manager, a violation of the code of conduct has occurred and sanctions are warranted, then the matter will be reviewed by the Executive Committee and the Executive Committee will decide whether to apply a sanction and the type of sanction
- In consultation with the Executive Committee, the President and General Manager may contact the participant's employer and/or Sponsor Member to advise those parties that sanctions may be placed against the participant
- Sanctions could range from a warning to suspension from RABC activities for a period of time or permanently.

Adherence to Competition Law

In accordance with the RABC By-Law, affairs of the Corporation and all meetings will be conducted in a manner that prevents anti-competitive practices in compliance with the principles and requirements of the *Competition Act* and all other applicable laws. Participants shall commit to guarding against the sharing of information that is deemed confidential in accordance with the *Act*. The *Act* governs many elements of business conduct in Canada and contains criminal and civil provisions aimed at preventing anti-competitive practices in the marketplace.

Official Languages

RABC will allow the opportunity for participants to use the official languages of their choice in their interactions with the Board, although working documents may be provided in a single language upon agreement of participants. Participants will be informed prior to meetings:

- Please feel free to use the official language of your choice during the meeting. Ceci est une réunion bilingue. Sentez-vous libre d'utiliser la langue officielle de votre choix lors de cette rencontre.

Approved by RABC Executive Committee: September 26, 2018