

New Westminster Seniors Services Task Force
CODE of CONDUCT
June 16, 2010

1.0 Object and purpose

1.1 The New Westminster Seniors Services Task Force (“the SSTF”) was established in 2005. Its mandate is to coordinate and communicate the needs of New Westminster’s aging population. Members include seniors, community members, agencies and organizations with an interest in the needs of seniors. Members are committed to fostering and maintaining the highest standard of professionalism and conduct at all times.

1.2 The purpose of this Code of Conduct (“Code”), which includes a Conflict of Interest Policy, is to (a) protect the integrity of SSTF decision-making, procedures and systems, (b) maintain the trust of community seniors and SSTF stakeholders, and (c) respect the rights of all constituents affected by its operations.

1.3 SSTF Members recognize that this Code cannot anticipate all possible situations in which they may have to exercise judgment on the appropriate standard of conduct. It is the responsibility of the individual SSTF Member to conduct him or herself (a) in an ethical, lawful and professional manner, (b) to act honestly in good faith and (c) to act in the best interests of community seniors and SSTF stakeholders.

1.4 SSTF Members are committed to appropriate decorum and use of authority. SSTF Members will not engage in behavior or situations that reasonably could be seen to reflect negatively on community seniors and SSTF stakeholders.

2.0 Application

2.1 This Code applies to all SSTF Members. It governs conduct from the beginning to the completion of their membership and/or participation and includes their continuing responsibility to SSTF after the completion of their membership and/or participation. The Code may be amended from time to time to reflect the developing experience of the SSTF.

2.2 When a SSTF Member questions the appropriateness of any policy or procedure, they will raise that issue with the SSTF Chairperson(s), the suitable staff person, or the SSTF Governance Committee in the correct forum.

2.3 SSTF decisions will not be influenced by political interest or fear of criticism. SSTF members will uphold the principle of independence and be impartial and objective in decision making.

2.4 SSTF decisions will not be made public until approved by the SSTF Governance Committee. All SSTF Members must ensure the security of SSTF documents including applications and minutes.

2.5 SSTF Members will not publicly criticize any guidelines, decisions, policies or procedures of the SSTF.

3.0 Conflict of Interest Policy

3.1 SSTF Members will avoid any conflict of interest with respect to community seniors and SSTF stakeholders on one hand, and personal, professional and business relationships or interests on the other. This includes actual conflicts of interest as well as the appearance of conflict of interest.

3.2 SSTF Members will disclose to the SSTF Governance Committee in writing any personal, professional and business relationships or interests that might produce a conflict with respect to community seniors, SSTF stakeholders and SSTF interests and activities.

3.3 SSTF Members will not conduct or promote any business or activity in a way that makes it difficult for anyone to distinguish in which capacity the Member is acting.

3.4 When the SSTF is to decide upon an issue about which a Member has an unavoidable conflict of interest, that Member shall absent herself or himself without comment from both the deliberation and the vote.