



# **UNITED CONSERVATIVE PARTY**

## **CODE OF CONDUCT**

**(Constitutional Document 6)**

**v1.0**

**Framework Version**

**November 27, 2017**

1. Preamble
  - 1.1. This Code of Conduct serves as the standard of ethical behavior for Party MLAs, the Leader, and Candidates.
  - 1.2. Embraced within this Code is the understanding that the Leader and each Caucus Member and/or Candidate will act with integrity in managing their personal behavior, duties and representing the Party.
2. Definitions - In this document the following terms are defined as follows:
  - 2.1. "Applicable Laws" means the *Election Act*, RSA 2000, c E-1, the *Election Finances and Contributions Disclosure Act*, RSA 2000 c E-2 and the regulations made thereunder, and such other legislation as may, from time to time, be in effect governing the behaviour of elected officials;
  - 2.2. "Association" means the United Conservative Association;
  - 2.3. "Board" means the board of directors of the Association provided for in the Bylaws;
  - 2.4. "Bylaws" means the bylaws of the Association;
  - 2.5. "Candidate" has the same meaning as set out under Applicable Law and refers to the person either chosen in a nomination contest or appointed to be the Party's candidate in a Constituency for a general election or by-election;
  - 2.6. "Caucus Member" means a United Conservative Party Member of the Legislative Assembly of Alberta;
  - 2.7. "Code" means this document, which is a schedule to the Bylaws;
  - 2.8. "Conduct Review Committee" means the Conduct Review Committee established by Article 7(c) herein;
  - 2.9. "Conflict of Interest" means a circumstance where a person's personal, financial or business interests give the perception of, and/or potentially or actually conflict with that person's obligations;
  - 2.10. "Constituency Association" means the association recognized by the Party as the official association for a Constituency;
  - 2.11. "Director" means a member of the Board, including an Officer;
  - 2.12. "Leader" means the leader of the Party;
  - 2.13. "Member" means a member of the Party, as prescribed in the UCP Constitution;
  - 2.14. "Officer" means the President, CFO, Secretary, VP (Membership), VP (Bylaw and Policy), VP (Fundraising), and VP (Communications) and VP (Youth) of the Association, as each of those are defined in the Bylaws;
  - 2.15. "Party" means the United Conservative Association;
  - 2.16. "President" means the president of the United Conservative Party;
3. Objectives - The objectives of this Code are to:
  - 3.1. Uphold all rules, code of conduct of the UCP, while equally abiding by and respecting the Applicable Laws;

- 3.2. Always act with honesty and probity and in a manner which upholds and protects the principles, reputation, values and expected conduct of the Party;
  - 3.3. Avoid engaging in conduct that may be perceived as a Conflict of Interest either apparent or real or the improper use of the influence of their office;
  - 3.4. Avoid using their position to bully, victimize, abuse, harass or discriminate against others;
  - 3.5. Perform all duties in office and arrange their private affairs in a manner that promotes Members' confidence by upholding the letter and spirit of applicable Party Constitutions, principles, Bylaws, rules and procedures; and
  - 3.6. Fully co-operate with the Party and the Board should a dispute process be instigated, with full intent to follow all procedures for adjudicating a breach of this Code.
4. General Conduct
    - 4.1. The Leader and each Caucus Member and Candidate representing the Party have a duty to act in an honest manner, in good faith, with the best interests of the Party put at the forefront. He or she should lead by example and foster respect and tolerance. He or she must treat others, including all volunteers with dignity, respect and civility.
5. Conflicts of Interest
    - 5.1. Because Caucus and Candidates must act in the best interests of the Party, he or she should:
      - 5.1.1. Disclose perceived, potential, or actual conflicts of interest and avoid any situation which may conflict with their duties towards the Party, private interest or others;
      - 5.1.2. Voluntarily disclose any Conflicts of Interest arising from a family member, relative, partner, client or employer benefiting as a result of decisions taken by the Candidate and Caucus, even when no personal financial advantage or profit will be realized.
      - 5.1.3. Immediately declare potential conflicts of interest arising during meetings after reviewing the agenda for such meeting. In the absence of an agenda, as soon as discussions on a topic where the Leader, Caucus Member and/or Candidate realizes his or her input might create a conflict, he or she must recuse him/herself from the meeting until discussions on the conflicting topic has ceased. In either instance, the Leader, Caucus Member and/or Candidate must abstain from participating or voting in any decision-making related to the matter in conflict, with such abstention and recusal recorded in the minutes of the meeting.
    - 5.2. Should a conflict of interest arise, the following procedures should be followed:
      - 5.2.1. Any Member(s) may report any formal complaint against the Leader, Caucus Member or Candidate by writing a letter to the President;
      - 5.2.2. The President will review all written formal complaints and notify the member(s) of Caucus and Candidate(s) that a complaint has been made about them. The member(s) of Caucus and Candidate(s) will be given the opportunity to respond to the complaint and provide any evidence or details that can help their case, within 10 days of being informed of the complaint;
      - 5.2.3. A Conduct Review Committee consisting of an Officer, a Regional Director, VP (Policy and Governance), a Caucus Member and, if formed, the Chair of the Governance Committee. Should

there not be a Chair of Governance, the Board shall appoint an additional Officer to the Committee. This Conduct Review Committee will be formed to review the complaint and any evidence(s) gathered. In the case where witnesses are involved, investigations and interviews of them will be conducted in a manner that preserves those witnesses' confidentiality;

5.2.4. The Conduct Review Committee shall be tasked with:

- 5.2.4.1. Reviewing the complaint in accordance with the Party policies, procedures and Code of Conduct to establish its merit. Furthermore, Conduct Review Committee members must determine whether the complaint is an actual breach, or vexatious or malicious;
- 5.2.4.2. Determining what further information, investigation(s) and or evidence(s) might be necessary to establish the validity of the complaint;
- 5.2.4.3. Making a recommendation to the Board and Caucus with respect to proposed discipline of the Leader, to Caucus with respect to proposed discipline of Caucus Members and to the Party Candidate Selection Committee with respect to proposed discipline of Candidates, if applicable;
- 5.2.4.4. Developing/updating a complaints register which will maintain a digital record of all complaints received regarding the Leader, Caucus Members and Candidates. Should the Committee determine there is no complaint, within 15 days of entering such complaint on the register, written notification shall be sent to the complainant explaining clearly the Committee's decision, with full details on the steps taken.
- 5.2.4.5. Maintaining all records, written decisions and complainant responses with the Secretary of the Party following prescribed data retention laws for Alberta.

5.3. This Code should not interfere with the Leader's, Caucus Member's or Candidate's duty to act in the best interests of the Party and abiding by all Bylaws, Party policies and procedures, and Applicable Laws.

## 6. Confidentiality and Enforcement

- 6.1. The Leader and each Caucus Member and Candidate must not use or disclose any confidential information obtained from the party during the course of nominations or the performance of their duties to the Party.
- 6.2. No confidential or Party information can be discussed or shared with the Leader's, Caucus Member's or Candidate's family, friends, relatives, client, employer or any other affiliated organization or person, if applicable.
- 6.3. No membership list or other relevant data can be shared for any other purpose than stated and agreed upon.
- 6.4. The Leader, and each Caucus Member and Candidate must voluntarily disclose any and all breaches of this Code to the Conduct Review Committee. Such voluntary disclosure will be deemed to have been made in good faith and will be taken into consideration during any and all investigation.