

# Alberta Citizens on Patrol Association



## Code of Ethics and Conduct

Effective January 2019

Codes of ethics and conduct have proliferated in part because of increasing public concern about the way companies do business.

**Codes of Ethics**, which govern decision-making, is one of the most common ways that agencies self regulate. Although often associated with large companies, these codes provide direction to members of an organization and establish a public image of good behavior, both of which benefits an organization of any size. A code of ethics document may outline the mission and values of an organization, how you as a Volunteer are supposed to approach problems, the Ethical principles based on the organizations core values and the standard to which the organization is held.

### Why have a Code of Ethics and Code of Conduct?

- To define generally acceptable behavior of members of COP and ACOPA group members.
- To promote high standards in all areas of decision making in dealing with the public, COP groups, ACOPA members and local RCMP detachment members.
- To establish a framework for professional behavior and responsibilities.

### Our core values:

- Integrity – treat all people with respect and fairness
- Objectivity – be open and honest with those you deal with
- Confidentiality – respect confidentiality and privacy of others
- Professional behavior – uphold generally acceptable professional standards

### Main Principles of a Code of Conduct.

Respect for laws and regulations. ACOPA holds high standards in how runs its activities, notably by respecting human rights, labour laws and the environment.

Respect for people. ACOPA ensures that its members are safe. Safety should never suffer from the search for efficiency.

Respect for the environment. Have respect for the environment and the preservation of natural resources in its operations. E.g.; email vs photocopying

Prevention for conflict of interest. Each member must commit to avoiding any situation that involves (or may involve) a conflict between their own personal interests and those of ACOPA. If in doubt seek advice from the Executive Board.

Transparency and integrity of information. Always strive for transparency and high standards of integrity and reliability of the financial and meeting information that is communicated to you.

**Codes of Conduct** governs actions of those involved with ACOPA. Typically, this code is issued by a board of directors; it outlines specific behaviors that are required or prohibited as a condition of ongoing participation in an organization. A code of conduct may forbid sexual harassment, racial intimidation or misuse of private information.

### **Our Principles**

- Respect for self and others – always treat people with respect and fairness.
- Accountability for your actions – take responsibility for your words and actions.
- Transparency – be open and honest in dealing with others.
- Respect confidentiality and privacy of others.
- Engage others - public, conferences, meetings

### **Volunteers:**

Agree that as a volunteer I will work without monetary compensation other than according to individual COP/ACOPA bylaws.

Will keep confidentiality in all matters.

Assume certain responsibilities as a volunteer and will be accountable for my words and actions.

Give my best to my volunteer position and show willingness to learn through training offered.

Bring a professional and positive attitude to my role as a volunteer.

A volunteer must not engage in any behavior which will reflect poorly on the COP group or ACOPA. This may include but is not limited to physical or emotional health of others, sexual harassment, emotional abuse, inappropriate use of the internet or suggestive correspondence including jokes, innuendo, request for favours.

A volunteer must not engage in any activity which contravenes the Law such as unauthorized use of funds, abuse of alcohol or drugs at any organized event, failing to be truthful in information provided to the ruling body, any racist or flagrant act or speech of disrespect towards another person.

Consent to provide personal information required and give permission for a background screening by the RCMP which is required for volunteer service.

**Directors:**

Will endeavour to direct activities of ACOPA rather than in their own interest or that of a specific COP group.

Will maintain confidentiality of the details of ACOPA Board discussions.

Directors contributions in discussions shall be positive and interactions in meetings shall be courteous, respectful and free of animosity.

All decisions will be ratified by the Board.

Directors will adhere to the Bylaws, Policies, Mission, Vision and Goals of ACOPA.

\*Declaration on following page must be signed, dated and returned to the Secretary of ACOPA at your earliest convenience.

# Alberta Citizens on Patrol Association Declaration



## Code of Ethics and Conduct

Please Print

Name: \_\_\_\_\_

Position: \_\_\_\_\_

I have read and understand the ACOPA Code of Ethics and Conduct and agree to be bound by those guidelines and requirements contained therein.

I agree to follow these guidelines to the best of my ability so long as I am a volunteer member of ACOPA.

Dated on: \_\_\_\_\_

Signature: \_\_\_\_\_