



POLICY ID	BP-E-05	SUBJECT	CODE OF CONDUCT/ CONFLICT OF INTEREST
SECTION	EXAMS		
EFFECTIVE DATE	OCTOBER 14, 2018	REVIEW CYCLE	EVERY TWO YEARS
DATE AMENDED	FEBRUARY 2023	NEXT REVIEW	SPRING 2025

CODE OF CONDUCT/CONFLICT OF INTEREST

Purpose

In delivering the Canadian Chiropractic Examining Board (CCEB) examinations, employees and volunteers work with each other, examination candidates, site staff, third party contractors, and the public at large. The following Code of Conduct/Conflict of Interest (“the Code”) is designed to allow the CCEB to preserve its long tradition of integrity and credibility with volunteers, candidates, regulators, and all those we interact with.

In order to protect the reputation of the CCEB and integrity of the examination, the CCEB adheres to strict guidelines related to role disclosure for all volunteers including Governors.

This Code applies to all CCEB Governors, volunteers, head office staff, site staff and any third-party service providers/contractors (“staff, volunteers and (or) contractors”) in the course of their work with the CCEB.

Definitions:

In this policy:

“*Active Service*” means receiving, accepting, and fulfilling a volunteer position in any given year.

“*Board*” means the Board of Governors of the CCEB.

“*Breach*” means a failure to adhere to the ‘Process’ section of this policy.

“*CCEB*” means the Canadian Chiropractic Examining Board.

“*CEO*” means the Chief Executive Officer (CEO) of the CCEB.

“*Chair*” means the Chair of the Board.

“*Governor*” or “*Governors*” means a governor or governors of the Board.

“*Representation*” means any communication (oral, digital, or written) setting forth particular facts regarding the staff, volunteer’s or contractor’s past, current or future role, work or potential work, and/or affiliation with the CCEB, including but not limited to the fact of being or having been a staff member, volunteer or contractor of the CCEB.

Policy

1. Accountability

Act with honesty and integrity and in accordance with any professional standards and/or governing laws and legislation that apply to the responsibilities you perform for or on behalf of the CCEB.

Comply with both the letter and the spirit of any training or orientation provided to you by the CCEB in connection with those responsibilities.

Adhere to the policies and procedures of the CCEB.

Take responsibility for your actions and decisions. Follow reporting lines to facilitate the effective resolution of problems. Ensure that you do not exceed the authority of your position.

2. Role of the Volunteer

To protect the reputation of the CCEB and integrity of the examination it is recognized that:

- The role of individual volunteers in the work of the CCEB is assigned on an as-needed basis.
- These roles are not ongoing, nor are they guaranteed to be fulfilled by the same individual on an ongoing basis.
- Any Representation of the role of a volunteer, including the timeframe in which the role was performed, must be accurate.
- Disclosure of volunteer roles with the CCEB must avoid the risk of any real or perceived conflicts or bias.

3. Conflict of Interest

A conflict of interest may arise where staff, volunteers or contractors have a role or interest in an organization that may be in a conflict, real or perceived, with the CCEB, such as a chiropractic organization, society or specialty group, another health profession council or association, or government. In cases where there is any uncertainty related to a conflict, the person should seek clarity from the CEO of the CCEB.

Conflict of interest arises when any CCEB staff, volunteer, or contractor:

- a. Participates in anyway in the education, tutoring, information distribution or preparation of examination candidates or chiropractic education institution faculty with respect to the CCEB examination.
- b. Is currently participating or has in the past five years participated in a chiropractic examination preparatory course.
- c. Is familiar with a CCEB candidate for examination, no matter how remote that relationship.
- d. Is currently a member of the faculty, administration, or board of directors of a chiropractic educational institution.

It is the duty of any person taking part in the preparation or administration of a CCEB examination to avoid and promptly disclose potential conflicts of interest at all times. In the event that such a matter arises, the person shall immediately disclose the interest to a CCEB staff member and refrain from participating in any way in the CCEB examination administration process, until such time as the conflict is resolved.

4. Representation

Staff, volunteers, and contractors are reminded to use discretion when disclosing their role with the CCEB. Any Representation must adhere to the following principles, unless otherwise required by law:

1. Be accurate and **not** make any misrepresentations about the CCEB or the examination.
2. Not in any way bring the CCEB, the examination or any aspects of the organization into a position of question or controversy or otherwise disparage the name or reputation of the CCEB.
3. Be removed or altered, as directed, within 24 hours of written notice by the CEO of the CCEB, at the CEO's sole discretion.

In the case of volunteers:

4. Make clear that a volunteer's involvement was of a volunteer nature and must in no way imply that they are an employee, consultant, or spokesperson for the CCEB.
5. Include only the specific years of Active Service.
6. Not be used, or mentioned, in association with the personal views, perspectives, or practice philosophy of the volunteer.
7. Not be used, or mentioned, in any way that may be perceived to imply a CCEB endorsement of the volunteer, their practice or alternate affiliations.

5. Confidentiality

Respect and maintain the confidentiality of information gained as a staff member, volunteer,

or contractor, including, but not limited to, all computer software and files, the CCEB examination and related documents and printouts, and all volunteer, employee, and candidate information.

Respect and maintain the confidentiality of individual personal information about candidates and volunteers.

6. Harassment, Bullying and Workplace Violence

The CCEB has a zero-tolerance policy with respect to harassment, bullying and workplace violence. Harassment, bullying and violence in any form are strictly prohibited and may be grounds for termination as a staff member, volunteer or contractor. Where appropriate, a police report may be filed.

Staff, volunteers, and contractors should refer to the Respect in the Workplace, Harassment and Workplace Violence Prevention Policy for further information.

7. Vulnerable populations

In the course of providing the services of the CCEB, our staff, volunteers, and contractors may come into contact with vulnerable individuals. These individuals are those who may be at risk of harm or harassment because of their age or disability. When this occurs, the following procedures should be followed:

- The CCEB staff, volunteers and contractors who interact with vulnerable populations should use the utmost care and diligence in those interactions and should seek to ensure those interactions occur in the presence of others.
- In the case of children/youth, the CCEB requires that third-party contractors secure full parental consent for their participation in the examination administration from the parent/guardian. Any liability related to the participation of children and youth is the responsibility of the contractor.

8. Whistleblower

The CCEB is committed to ethical behaviour and integrity in our examination administration and all aspects of our work. The CCEB wants to ensure that all staff, volunteers, and contractors understand that they may report any wrongdoing that may adversely impact the CCEB, CCEB members, employees or the public at large, without fear of retaliation or a negative impact on their work status.

Reports of wrongdoing should be made to an appropriate authority which includes the

employee on site, the chief examiner, the Chair of the board (or acting chairperson) or the CEO.

9. Use of personal vehicle

The CCEB acknowledges that some staff, volunteers, and contractors may choose to use their personal vehicle in the course of travel related to the exam administration and related activities. Such use may be eligible to receive a mileage rate and parking reimbursement to compensate them for the costs associated with that usage. The CCEB is not responsible for any other costs related to personal vehicle usage. In all circumstances safety is paramount. It is expected that the vehicle will be operated in a safe and responsible manner and in accordance with all laws when conducting CCEB business. Individuals are responsible to ensure that they have adequate insurance coverage and are solely responsible for their actions and outcomes related to personal vehicle use.

Implementation

Strict observance of the Code is fundamental to the activity and reputation of the CCEB. It is essential that all staff, volunteers, and contractors adhere to this Code. They will certify this by signing a Declaration that they have read and will abide by this Code.

Consequences of non-compliance: Any Breach of this policy may be determined to be misconduct. Any Breach by staff, volunteers and contractors will be reviewed by the CEO; any Breach by individual Governors will be mutually reviewed by the remaining members of the Board, the Chair and CEO. In either case, misconduct may be determined and may result in disciplinary steps being taken, including termination of employment contract, prohibition from volunteer activity with the CCEB or the board of governors, and/or seeking financial compensation and/or taking action to protect its legal rights.

Code of Conduct/ Conflict of Interest declaration

I, _____ (please print name) have read, understand, and agree to abide by the Code of Conduct/Conflict of Interest of the CCEB and I understand that such adherence is a condition of my employment contract, contract, volunteer work, or other involvement with the CCEB. I understand that a violation of the Code of Conduct/Conflict of Interest may be grounds for termination as a staff member or volunteer or, in the case of a contractor, immediate contract termination without notice or pay in lieu of notice.

Signed this _____ day of _____, 20_____.

Signature