



Mission Statement

The Alberta College of Medical Diagnostic and Therapeutic Technologists exists so that the public is assured of receiving safe, competent and ethical diagnostic and therapeutic care by regulated and continually advancing professions.

Council Policy

Policy Name	GP-7 Code of Conduct
Policy Type	Governance Process
Date of Approval	September 17, 2021

The Council makes decisions in the public interest and directs all activities toward fulfilling the college’s responsibilities as specified in the legislation. Council Members are expected to exhibit conduct that is ethical, businesslike and lawful with a commitment to excellence in governance.

Governance Process

1. Council Members shall be accountable to exercise the powers and discharge the duties of their office honestly and in the best interest of members of the public. Further, they will be unconflicted by loyalties to staff, other organizations or any personal interest as a member of the College.
2. Council Members will maintain appropriate decorum during all council meetings by adhering to *Use of Technology Protocol* adopted by the Council. Council Members will treat one another and staff members with respect, co-operation and a willingness to deal openly on all matters.
3. Council Members will declare any real, potential or perceived conflict of interest and comply with the Council’s *Conflict of Interest Protocol*.
4. Council members shall support all decisions taken by Council, even if the member is in the minority position on such decisions.
5. Council Members shall take part in educational activities that will assist them in carrying out their responsibilities.
6. With a view to enabling the work of the College, Council members will participate in an exit interview with the Chair or designate within a 30-day period of leaving Council. The results of the exit interview will be provided to Council at its next meeting.

Respect for Authority

7. Council Members shall not attempt to exercise individual authority over the organization.
8. Council Members must use an appropriate feedback process to express individual judgments of performance of a Council member, the CEO or staff.
9. Council Members shall recognize their limitation to officially represent the Council to the public, press or other entities except to repeat explicitly stated Council decisions.

Confidentiality

10. Council members will maintain confidentiality of all confidential information encountered while doing Council business in compliance with Council’s *Use of Technology Protocol*.

11. Council members are responsible for their personal content and postings on social media and will not share or post information that compromises College or Council policy or public position.

Duties

- 12. Council Members shall be familiar with the incorporating documents, bylaws, regulations, and policies of the organization.
- 13. Council Members shall observe *Council Meeting Protocol* so that any decision of the Council may be made in an efficient, knowledgeable and expeditious fashion.
- 14. Council Members shall attend meetings on a regular and punctual basis and are well prepared to address all topics for council consideration and decision.
- 15. A Council Member who is alleged to have violated the Code of Conduct shall be informed in writing and shall be allowed to present their views of such alleged breach at the next Council meeting. The complaining party must be identified. If the complaining party is a Council Member, they and the respondent Council Member shall absent themselves from any vote upon resolution of censure or other action that may be brought by the Council. Council Members who are found to have violated the Code of Conduct may be subject to censure.

- APPENDIX A: Council Confidentiality Protocol
- APPENDIX B: Use of Technology Protocol
- APPENDIX C: Council Meeting Protocol
- APPENDIX D: Conflict of Interest Protocol

THIS AGREEMENT is made as of the ____ day of _____, 20____, between the Alberta College of Medical Diagnostic and Therapeutic Technologists (ACMDTT) and _____ (the "Council member").

The Council member acknowledges that they have read and understand the Code of Conduct. These obligations pertain to the Council member's term on Council and will survive the termination of the Council term, regardless of the reason for such termination.

Council member: _____ (Printed Name)
_____ (Signature)
_____ (Date)

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Appendix A – Council Confidentiality Protocol

1. The Council member acknowledges that, during the course of their term on ACMDTT Council, the Council member may have access and become privy to certain “Confidential Information”. As used in this Agreement, the term “Confidential Information” means all information, disclosed to the council member by the CEO or which becomes known to the Council member as a direct or indirect result of or through their term on Council, that is not generally known in the businesses and industries in which the Council member is directly or indirectly engaged, or which the council member may become engaged during the Council member’s term, including, without limitation, the following:
 - a) Information relating to specific members of the ACMDTT including, but not limited to, information relating to complaints, investigations, settlements, hearings, decisions, or appeals concerning the discipline of a member, unless the Council member is authorized to disclose such information;
 - b) Information of a business nature;
 - c) Information of a legal nature including, but not limited to, information related to existing, potential, or threatened lawsuits brought by a member against the ACMDTT and
 - d) Any information as may from time to time be deemed by the CEO to be confidential, including, but not limited to, policies, practices, and procedures implemented by the CEO.
2. Upon termination of their term on Council, the Council member will promptly delete electronic documents from all devices, and shred all hardcopy documents or materials which the Council member may have obtained as a result of their term on Council.

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Appendix B – Use of Technology Protocol

Definitions:

Mobile devices: laptops, mobile phones, smartphones and tablets.

Mobile storage devices: USB memory devices, CDs, DVDs and removable hard drives.

This Use of Technology Protocol covers the security and use of all Alberta College of Medical Diagnostic and Therapeutic Technologists (ACMDTT) information and information technology (IT) equipment. It also applies to the use of email, internet, mobile devices and equipment, as well as computer networks. This protocol applies to all Council Members.

This protocol applies to all information, in whatever form, relating to business activities, and to all information handled by ACMDTT relating to other organizations with whom it deals with. It also covers all IT and information communications facilities operated by ACMDTT or on its behalf.

All data that is created and stored on ACMDTT systems is the property of ACMDTT.

Computer Access

Council members do not have direct access to ACMDTT computer systems. However, the ACMDTT computer systems are controlled by user IDs, passwords and/or tokens. ACMDTT's computer systems are encrypted following industry standard encryption methods.

Software

Council members will be provided access to ACMDTT data through unique user IDs and passwords to files appropriate to their role through SharePoint and to email systems through Office 365.

Council members must not:

- Allow anyone else to use their user ID and password or use someone else's user ID or password.
- Leave their user account logged in unattended.
- Leave their user ID or password unprotected; for example, on a note attached to a monitor.
- Attempt to access data that they are not authorized to use or access.
- Store ACMDTT data on non-authorized equipment beyond its appropriate business purpose.
- Give or transfer ACMDTT data to any person outside the organization without proper authority.

Working Off-site

It is accepted that Council members will work off-site. Council members must apply restrictions as set out under Software when this occurs.

Internet and Email

Use of the ACMDTT guest WIFI network and ACMDTT email is intended for business use. All Council members are accountable for their actions on the internet and email systems.

Council members must not:

- Use the ACMDTT internet or email for the purposes of harassment or abuse.
- Use profanity, obscenities, or derogatory remarks in communications.
- Access, download, send or receive any data (including images), that ACMDTT considers offensive in any way, including sexually explicit, discriminatory, defamatory or libelous material.
- Use the ACMDTT internet or email to make personal gains or conduct a personal business.
- Use the ACMDTT internet or email to gamble.
- Use the ACMDTT email systems in a way that could affect its reliability or effectiveness, for example distributing chain letters or spam.

- Place any information on the internet that relates to ACMDDT, alter any information about it, or express any opinion about ACMDDT, unless they are specifically authorized to do this.
- Send unprotected sensitive or confidential information externally.
- Forward ACMDDT mail to personal non-ACMDDT email accounts.
- Make official commitments through the internet or email on behalf of ACMDDT unless authorized to do so.
- Download copyrighted material such as music media (MP3), film and video files (not an exhaustive list) without appropriate approval.
- In any way infringe any copyright, database rights, trademarks or other intellectual property.

Voice Equipment

Use of ACMDDT's internal voice equipment is intended for business use. Council members must not use this system for sending or receiving private communications on personal matters, except in exceptional circumstances. All non-urgent personal communications should be made at a Council member's own expense using alternative means of communications.

Council members must not:

1. Use ACMDDT's voice equipment for conducting private business.
2. Make hoax or threatening calls to internal or external destinations.
3. Accept reverse charge calls from domestic or international operators, unless it is for business use. This is also subject to approval by Corporate Services.

Actions Upon Termination of Term

All ACMDDT data, for example Council notes and files must be returned to ACMDDT or appropriately deleted at termination of term.

All data or intellectual property developed or gained during the period of a Council member term remains the property of ACMDDT and must not be retained beyond termination or reused for any other purpose.

Monitoring

ACMDDT has systems in place that monitor and log access to all ACMDDT IT systems. This includes, but is not limited to, network access, email, and SharePoint. Reviews of the logs take place where appropriate, and investigations will take place where reasonable suspicion exists of a breach of this or any other protocol.

ACMDDT has the right, under certain conditions, to monitor activity on its systems, including internet and email use, to ensure system security and effective operation, and to protect against misuse.

Cyber Security Training

As part of this protocol, all Council members will be required to take part in online cyber security awareness training, to be completed within 60 days of the signed agreement and as needed on an ongoing basis.

Reporting

It is the Council member's responsibility to inform Corporate Services of any issues or concerns as soon as they can. This includes but is not limited to security, data breach, or any general questions.

ACMDDT Corporate Services Contacts

Corporate Services Administrator
Registrar and CEO
Phone: 780.487.6130

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Appendix C – Council Meeting Protocol

Council meetings will be conducted in an orderly, effective process, led and defined by the chair.

1. All bylaw obligations respecting Council meetings must be satisfied.
2. Council meetings shall be called to order at the time specified in the notice of meeting and upon satisfaction of quorum.
3. Meeting order and decorum shall be maintained and all members treated with dignity, respect, courtesy, and fairness during discussion and debate and in all other respects.
4. Council members must keep their comments relevant to the issue under consideration.
5. Council meetings will be conducted at a level of informality considered appropriate by the chair, including that discussion of a matter may (may not) occur prior to a proposal that action be taken on any given subject.
6. Proposals that Council take actions, or decide a particular matter, shall (unless otherwise agreed to by unanimous consent) be made by main motion of a Council member, discussed, and then voted on. Motions require a second to proceed to discussion and subsequent vote.

Anyone but the Chair can make a motion. However the Chair can propose and issue and a member of Council can make a motion corresponding to the issue.

- 6.1. The Chair of Council may, to the same extent as any Council member, vote on any matter to be decided.
- 6.2. A motion to amend a main motion may be amended but third level amendments are out of order.
- 6.3. A motion to refer to a committee, postpone, or table, may be made with respect to a pending main motion, and if carried shall set the main motion (the initial proposal) aside accordingly.
7. Council members may speak to a pending motion on as many occasions, and at such length, as the chair may reasonably allow.
8. A second motion for the purpose of moving to an immediate vote (or to close the debate) on a first motion can be taken at any time during the discussion on the first motion. If it is carried, it shall end the discussion and the vote on the first motion shall then be taken.
9. A majority vote will decide all motions before the Council excepting those matters in the bylaws which oblige a higher level of approval.
10. A motion to adjourn a Council meeting may be offered by any Council member or, on the conclusion of all business, adjournment of the meeting may be declared by the chair.
11. A Council member may request to have their vote on the record.
12. When further rules of order are to be developed by the Council, the Council will consider the Robert's Rules (most recent print/edition) as a resource guide.

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Appendix D - Conflict of Interest Protocol

Council Members are in a position of public trust and accountability and must take care to avoid situations in which their personal and other interests and obligations are (or may be perceived to be) biased or in conflict with those of the public.

1. There must be no self-dealing or any conduct of private business or personal services between any Council Member and the organization
2. Council Members will annually disclose their involvements with other organizations, with vendors, or any associations that might be or might reasonably be seen as being a conflict. Each Council member shall thereafter advise of any changes to the information provided in within a reasonable time of the change taking place.
3. Any potential bias or conflict of interest shall be disclosed. When in doubt, the person in potential bias or conflict shall place the circumstances before Council. Council shall decide whether a bias or conflict is deemed to exist.
4. When the Council is to decide upon an issue, about which a Council Member has an unavoidable conflict of interest, that Council Member shall recuse themselves without comment from not only the vote, but also from the deliberation. The minutes will reflect disclosure of potential bias or conflict, and whether the member withdrew from the meeting.
5. Council members must not use their position to obtain employment in the College for themselves, family members, or close associates. Should a Council member wish to be considered for employment with the College, they must resign from Council.