

## BCCOHP Committee Member Conduct Agreement

The College's fundamental duties are to serve and protect the public, and to exercise its powers and discharge its responsibilities in the public interest.

The College's Committees act in service to the College Board in performing statutory or delegated policy, regulatory, and advisory functions.

By agreeing to serve on a Committee, each Committee member provides a valuable service to the citizens of British Columbia and the dental profession. The effective work of Committees is vitally important in maintaining the College's reputation for integrity and the confidence of the public, the government, and the dental profession in its ability to fulfill its statutory responsibilities.

The Board depends on the diligence, commitment, and integrity of Committee members to allow the College to deliver on its mandate. This agreement sets out the conduct of Committee members required in service of the College's objectives.

### 1. Compliance with prescribed requirements

Committee members must:

- 1.1 Exercise all powers and discharge all responsibilities in the public interest above all other considerations.
- 1.2 Have a working knowledge of the *Health Professions Act*, the applicable Regulations and the BCCOHP Bylaws, and act in compliance with these documents.
- 1.3 Respect and abide by any validly-passed resolution or policy of the College Board.

## 2. Duties to the Board/College

Committee members must:

- 2.1 Act at all times in the public interest, and not as a delegate or representative of any constituency, organization, association or interest group.
- 2.2 Perform their duties in good faith to the best of their abilities.
- 2.3 At all times conduct themselves in a way that protects the College's reputation, and in particular, act with fairness, honesty, and integrity.
- 2.4 Follow and support all decisions of the Committee once made, even if they do not personally agree with the decision.
- 2.5 Refrain from speaking on behalf of the College, unless explicitly authorized to do so by the Board Chair or Registrar.
- 2.6 Refrain from speaking on behalf of the Committee, unless explicitly authorized to do so by the Committee Chair, Board Chair, or Registrar.
- 2.7 Make no attempt to exercise undue influence over other Committee members.
- 2.8 Review all material for which they are responsible and attend all meetings prepared to contribute to the discussion.
- 2.9 Respond promptly to all communication received from the Committee or the College.
- 2.10 Interact in a courteous, respectful, and non-discriminatory manner.

### 3. Avoidance of bias/conflict of interest

Committee members must:

- 3.1 Approach all discussions and decisions fairly and objectively with an open mind.
- 3.2 Fully and promptly inform the Committee Chair if a situation exists or arises in which the Committee member has a bias or could reasonably be perceived to have a bias that prevents them from carrying out their duties in a fair and objective manner.
- 3.3 Fully and promptly inform the Committee Chair of any circumstance that is a real or reasonably perceived conflict of interest that could benefit or be seen to benefit the Committee member's personal finances, business dealings, family, friends, or organizations with which the Committee member is associated.
- 3.4 Refrain from any participation in the discussion, consideration, or decision of any matter towards which the Committee member has an actual or reasonably perceived bias or conflict of interest.

### 4. Duty of confidentiality

- 4.1 Committee members must maintain strict confidentiality of confidential information regarding the Committee or the College, its registrants, staff, and Board including:
  - a. Personnel information;
  - b. Personal information of a registrant;
  - c. Complaints/discipline information;
  - d. Legal issues;

- e. Information related to the College's finances;
  - f. Internal communication;
  - g. Correspondence received by the College, where the sender has a reasonable expectation of privacy;
  - h. Internal Committee discussions or deliberations; and
  - i. Policy discussions or decisions that have not been publicly communicated.
- 4.2 Committee members must take all reasonable steps to safeguard confidential materials in their possession, and must promptly notify the Registrar if they believe that confidential materials that were in their possession or control have been lost or otherwise compromised.
- 4.3 Committee members may only disclose information that is or was confidential in the following circumstances:
- a. As explicitly authorized by the Board;
  - b. After the information has been publicly communicated by the College on its website, through the BCCOHP Policy Development Process, or by other official means;
  - c. In accordance with the *Health Professions Act*, the *Freedom of Information and Protection of Privacy Act*, or other enactment; and/or
  - d. As otherwise required by law.
- 4.4 Upon the end of their term on the Committee, Committee members must return any confidential materials remaining in their possession to the College or arrange for those materials to be destroyed.
- 4.5 The duty of confidentiality shall apply both during and after the Committee member's term on the Committee.

- 4.6 Notwithstanding any term of this agreement, the College remains entitled to any remedy otherwise available at law for a breach of confidentiality.

The undersigned hereby agrees that they have read, understood, and agreed to the Code of Conduct Agreement above:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature