

BCCOHP Committee Member Conduct Agreement

The BC College of Oral Health Professionals fundamental duties are to serve and protect the public, and to exercise its powers and discharge its responsibilities in the public interest.

BCCOHP's committees act in service to the 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 people in British Columbia and the oral health professions. The effective work of committees is vitally important in maintaining BCCOHP's reputation for integrity and the confidence of the public, the government, and the oral health professions in its ability to fulfill its statutory responsibilities.

The Board depends on the diligence, commitment, and integrity of committee members to allow BCCOHP to deliver on its mandate. This agreement sets out the conduct of committee members required in service of BCCOHP'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 and Occupations Act* (HPOA), 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 BCCOHP Board.

2. Duties to the Board/BCCOHP

Committee members must:

- 2.1 Act at all times in the public interest, and not as a delegate, representative or advocate 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 BCCOHP'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 BCCOHP, 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 BCCOHP.
- 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 BCCOHP, its licensees, staff, and Board including:
 - a. Personnel information;
 - b. Personal information of a licensee;
 - c. Complaints/discipline information;
 - d. Legal issues;

- e. Information related to BCCOHP's finances;
 - f. Internal communication;
 - g. Correspondence received by BCCOHP, 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 BCCOHP on its website, or by other official means such as a broad direct email campaign;
 - c. In accordance with the *Health Professions and Occupations Act* (HPOA), 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 BCCOHP 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, BCCOHP 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 above:

Signature

Name

Date