



Canadian Society of Safety Engineering

Canada's safety, health and environmental practitioners

Issue date: **Mar-2017**

Replaces: **June-2011**

CSSE Election Code of Ethical Conduct

Scope

This Code outlines the guiding principles for campaigning during any election within the CSSE and apply to all CSSE members and staff.

Procedure

CSSE is a not for profit society of safety, health and environmental practitioners that is led by an elected Board of Directors. The term of office for all Board Members is two years. Elections are held each year for approximately half of the Board positions to allow continuity in the Society's leadership. All members of the Society are bound by the Code of Ethics and candidates are held to a higher level of scrutiny and ethical standard.

The shared Code of Ethical Conduct sets out guiding principles and specific practices that establish the framework for professional and ethical conduct expected of candidates in the election process and ensures equal treatment and opportunity for all candidates.

All candidates accept the responsibility to act in such a manner as to maintain and enhance member confidence in the integrity of the election process. This Code will assist the members in assessing the ethical conduct of candidates.

Nothing in this document alters the responsibility of all members to promptly report any unethical conduct to the Nominations Committee. Concerns are to be reported to the Chair of the Nominations Committee, who is the Past President.

Guiding Principles After Nomination for Society Office

Knowledge and Adherence

Candidates shall respect and adhere to the principles and rules of conduct set out in this Code and actively promote adherence to the Code on the part of other members.

Integrity

Candidates shall conduct themselves in a way that upholds the integrity of, and the members' respect for, the CSSE's electoral process.

Candidates shall make every effort to ensure that their conduct is above reproach. This means that they should not engage in conduct which could be regarded as unfair or unacceptable by reasonable, fair-minded and informed persons.

Co-operation

Candidates shall co-operate with Nominations Committee that is charged with the responsibility to conduct elections and administer this Code, and shall not interfere with the Nominations Committee in the performance of their duties.



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Candidates shall co-operate in responding completely and accurately to any inquiries or investigations undertaken by Nominations Committee in response to member inquiries.

Fairness and Equality of Opportunity

Each candidate will be treated fairly and provided the same opportunities and financial resources to each, irrespective of the size of their chapter, employee resources and popularity. The CSSE website will be used as the communication portal for all candidate bios, plan of activities and other election related materials.

Implementing the Code

This Code of Conduct contains a set of expectations and commitments freely entered into by candidates. Candidates commit to the importance of designating a specific authority for receiving complaints and an internal process, including sanctions, for implementing the Code. The Code will be self-regulated with good common sense and in good faith.

CANDIDATE PLAN OF ACTIVITIES REVIEW PROCESS

Each candidate shall submit a plan of activities to the Nominations Committee for review and approval prior to the election. The purpose of this review is to ensure fairness and equal opportunity to all candidates.

RESPONSIBILITY TO REPORT

All members subscribe to the importance of reporting breaches of this Code and will do so in a prompt and diligent manner. Members will not make false, frivolous or vexatious complaints.

Throughout the election process should a candidate be in a position that may not adhere to or reflect the intent of the above principles, it is the responsibility of the candidate to contact the Nomination Committee to obtain clarification and confirmation of alignment with the above principles. This is a leadership value and condition that reflects the highest standard expected by our members. This expected level of consistency, equality and transparency ensures a fair and level playing field for all candidates.

SANCTIONS

If it is determined by the Nominations Committee that a complaint is well-founded, and the conduct in question is such that it would be likely to bring into disrepute the integrity of the election process and/or the Society, the Nominations Committee can take any necessary action, including removal of the candidate from the election slate.

If it is suspected by the Nominations Committee that a breach of the Code of Ethics may have occurred, the matter shall be referred to the Ethics Committee for investigation.



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I declare that I have read and understand the CSSE Election Code of Ethical Conduct.

Name

Date

Signature