

CBABC PRINCIPLES OF CONDUCT

PURPOSE

These Principles of Conduct are intended to ensure members and volunteers are welcomed and treated as valuable, integral members of CBABC's governance and activities, and that the working relationships between members and staff are respectful.

CBABC recognizes the historical role of codification of rights, freedoms and responsibilities in breaking down barriers to participation. It seeks the participation of members and volunteers from every sector of the legal profession representing the full diversity of identities and experiences of members of the profession.

SCOPE

1. These Principles apply to all members participating in CBABC activities, and volunteers acting in any capacity on the CBABC's behalf.

PRINCIPLES OF CONDUCT

2. CBABC members are
 - a. to act with integrity, honesty, and transparency;
 - b. to comply with the requirements of human rights and constitutional laws in force in Canada and British Columbia;
 - c. to act in manner consistent with the CBABC mission, values, Bylaws, policies, and positive reputation;
 - d. to seek consensus through open and respectful discussion and debate, with appropriate consideration and respect for legitimate dissent;
 - e. to participate in CBABC activities constructively, in cooperation with other members, volunteers and staff;
 - f. to respect the fundamental premise that all volunteers give generously of their time and talents;
 - g. to refrain from making inappropriate or unwarranted demands on CBABC resources, including the time of volunteers and staff, financial and information technology resources, and facilities; and
 - h. to treat members, volunteers, and staff with courtesy, respect and dignity.

CONFIDENTIALITY OF INFORMATION

3. In the course of day-to-day business, volunteers may receive sensitive information relating to, among other things, CBABC plans, practices, programs, methodology, pricing, finances, customers, volunteers, members and staff. This information must be kept confidential and may only be used for the CBABC purpose for which it was provided.

4. No one shall have access to private information of members without compliance with CBABC privacy policies. No one shall have access to private information of employees without a clear and relevant purpose pertaining to CBABC business. Requests for private information of members or employees shall be directed to the Executive Director.

REPORTING AND RESOLVING COMPLAINTS ABOUT MEMBERS AND VOLUNTEERS

5. CBABC members, volunteers and staff may confidentially bring to the attention of the Executive Director, allegations and evidence of misconduct on the part of any other CBABC member or volunteer.
6. The Executive Director shall investigate the matter as they believe appropriate in the circumstances, but in all cases must be informed by all sides of a dispute in the course of that review.
7. The Executive Director shall attempt to resolve the dispute quickly and informally to the satisfaction of all parties and in a manner consistent with these Principles. If the complainant requests that their identity not be revealed, that request shall be honoured, even though it may hinder effective investigation.
8. Any investigation will take into account and respect:
 - a. confidentiality;
 - b. the underlying goals of these Principles, including maintenance of a safe and respectful workplace and volunteer experience;
 - c. the privacy entitlements of the parties;
 - d. the value of an apology;
 - e. the serious implications unsubstantiated complaints have on reputation;
 - f. proportionality with respect to the alleged misconduct;
 - g. potential harm to individuals, to the CBABC workplace, and to the CBABC's reputation;
 - and
 - h. the risk of future adverse outcomes if the misconduct is not discouraged or stopped.
9. If the dispute cannot be resolved quickly and informally, any party or the Executive Director may request that the matter be brought to the CBABC Board of Directors.
10. In the event the matter is brought to the Board of Directors, the Executive Director must prepare a report in writing, describing the incident and the results of the informal investigation, including each party's position.
11. The Board of Directors may determine the appropriate steps in its review procedure provided that:
 - a. the Executive Director's report will be shared with the parties involved;
 - b. the parties will be invited to attend the Board meeting at which the matter is discussed;
 - c. the parties will be given an opportunity to speak at the Board meeting;
 - d. the names of the parties directly involved will not be recorded in the minutes unless the parties request it.

12. The Board of Directors may direct the Executive Director to take any further action it deems necessary.