

Code of Conduct
For the
Beverage Container Management Board



Beverage Container Management Board

CODE OF CONDUCT

I. Preamble

The Code of Conduct (Code) for the Beverage Container Management Board (BCMB) applies to all employees. The Code reflects a commitment to the BCMB's values and provides a framework to guide ethical conduct in a way that upholds the integrity and reputation of the BCMB. Employees are expected to behave in a way that aligns with this Code. They understand that this Code does not cover every specific scenario. Therefore, they use the spirit and intent behind this Code to guide their conduct, and exercise care and diligence in the course of their work with the BCMB.

To demonstrate commitment to transparency and accountability, this Code is available to the public on the BCMB's website.

II. Core Values

- a. Employees act with impartiality and integrity.
- b. Employees demonstrate respect and accountability.
- c. Employees strive for excellence in all aspects of their work.
- d. Confidentiality of information.

III. Guiding Principles

These principles guide the behaviour and decisions of employees:

- a. The Code applies to all employees.
- b. The actions and decisions of employees are made to promote the public interest and to advance the mandate and long-term interests of the BCMB.
- c. Employees are responsible stewards of public resources.
- d. To serve the public interest, employees have a responsibility to uphold the BCMB's mandate.
- e. Employees have a responsibility to act in good faith and to place the interests of the BCMB above their own private interests.

- f. Employees behave in a way that demonstrates that their behaviour and actions are fair and reasonable in the circumstance.
- g. Employees enjoy the same rights in their private dealings as any other Albertan, unless it is demonstrated that a restriction is necessary in the public interest.
- h. When an employee, as an individual, is subject to more than one code of conduct, the employee must consider the expectations in all. Employees understand that this Code is not intended to conflict with other Codes of Conduct, and will discuss any potential conflicts with their supervisor.
- i. Employees know that when they become aware of a real or apparent conflict of interest, they must at the first opportunity disclose this conflict to their supervisor.
- j. Employees understand that disclosure itself does not remove a conflict of interest.
- k. Employees encourage their colleagues to act fairly and ethically and know that they are able to raise concerns about a suspected breach by another to their supervisor without fear of reprisal.
- l. Employees know that breaches of this Code may result in disciplinary action, up to and including termination of the employee.
- m. Employees know that if they have any questions about the Code, or are not sure how to apply these principles, they should consult with their supervisor.
- n. Each employee confirms on an annual basis their understanding of, and commitment to the Code's expectations.

IV. Behavioural Standards

Behavioural standards help employees make appropriate decisions when the issues they face involve ethical, legal, or moral considerations. Behavioural standards cannot cover all scenarios but provide guidance in support of day-to-day decisions. All employees must adhere to the following standards:

- a. Employees must not engage in any fraudulent or criminal activity and comply with all relevant laws, regulations, policies and procedures.
- b. Employees must not use their status or position with the BCMB to influence or gain a benefit or advantage for themselves, their families, their business associates or others with whom they have a significant personal or business relationship.
- c. Employee conduct contributes to a safe and healthy workplace that is free from discrimination, harassment or violence.

- d. Employees must not use drugs or alcohol in a way that affects their performance and safety or the performance and safety of their colleagues, or that negatively impacts the reputation or operations of the BCMB.
- e. Employees must act in a way that is consistent with the BCMB's External Communications Policy.
- f. Employees must take reasonable steps to avoid situations where they may be placed in a real or apparent conflict between their private interests and the interests of the BCMB. In other words, actions or decisions that employees take on behalf of the BCMB must not provide them with an opportunity to further the private interests of themselves, their families, their business associates or others with whom they have a significant personal or business relationship.

1. Confidential Information

Employees must respect and protect confidential information, use it only for the work of the BCMB and do not use it for personal gain. Employees must comply with protocols that guide the collection, storage, use, transmission and disclosure of information.

2. Gifts and Gratuities

No gift or benefit of any kind, whether in the form of a payment of money, a loan, rebate, favour or otherwise, shall be given or received by any employee conducting business on behalf of the BCMB, where it might be perceived that an obligation is created or a favour is expected of the recipient. The giving and receiving of gifts or promotional items of modest value is permissible (under \$100). Any such gifts or benefits offered or received must be disclosed to their supervisor.

Employees must not accept or receive gifts and gratuities other than the normal exchange of gifts between friends or business colleagues, tokens exchanged as part of protocol or the normal presentation of gifts to people participating in public functions.

3. Outside Activities

Employees must avoid participating in outside activities that conflict with the interests and work of the BCMB. For example:

- i. **Business Interests:** Employees must not hold interests in a business directly or indirectly through a relative or friend that could benefit from, or influence, the decisions of the BCMB.
- ii. **Employment:** Employees must not take supplementary employment that affects their performance or impartiality with the BCMB.

- iii. **Political Activity:** Employees may participate in political activities including holding membership in a political party, supporting a candidate for elected office or seeking elected office. However, they must not use their position with the BCMB to seek contributions for a political party or activity from current or future clients or entities doing business with the BCMB. In addition, any political activity must be clearly separated from activities related to the work for the BCMB, must not be done while carrying out the work of the BCMB and must not make use of BCMB facilities, equipment or resources in support of these activities. If an employee is planning to seek an elected municipal, provincial or federal office, they must disclose their intention in writing as soon as possible to their supervisor for guidance relating to their duties with the BCMB.
- iv. **Volunteer Activity:** If employees are involved in volunteer work, the activity must not influence or conflict with decisions relating to the BCMB.

4. Pre-Separation

Employees considering a new offer of employment must be aware of and manage any potential conflicts of interest between their current position and their future circumstance, and must remove themselves from any decisions affecting their new employment.

5. Post-Separation

Upon employee termination, the employee must not disclose confidential information, as per the signed confidentiality agreement, that they became aware of during their time with the BCMB and must not use their contacts with their former colleagues to gain an unfair advantage for their current circumstance.

The employee must return all BCMB equipment assigned to them during employment upon terminating employment with the BCMB.

6. Social Media

We encourage staff to keep their personal and professional life separate with regards to social media. Employees must not disclose confidential information or make any defamatory remarks on any social media site regarding the BCMB or the Alberta beverage container recycling system. This includes but is not exclusive to social media accounts such as Facebook, Twitter, or LinkedIn.

7. Conduct Outside Work

The BCMB does not seek to dictate how employees conduct themselves in their personal lives outside work. BCMB staff must take extra care in conveying a professional image when wearing items with BCMB or industry branding. Any unlawful, anti-social or other conduct by employees which may jeopardise the BCMB's reputation or position may be dealt with through disciplinary procedures.

8. Communication Devices Including E-Mail and the Internet

BCMB's communication devices, including the phone system, faxes, e-mail, and resources related to the internet:

- i. are to be used for business purposes, although incidental personal use may be permitted provided such use does not negatively impact productivity, compromise system capacity, complies with applicable law and is in accordance with BCMB's policy relating to communication devices;
- ii. Are not to be used for improper or illegal activities (including excessive non-business use, downloading or sending defamatory, pornographic or other obscene material, copyright infringement and harassment);

9. Related Persons or Parties

Employees must avoid dealing with those in which the relationship between them might bring into question the impartiality of the employee.

V. Administrative Processes

Administrative processes help employees manage ethical dilemmas, including any real or apparent conflict of interest concerns.

a. Administration

Management receives and ensures the confidentiality of all disclosures and ensures that any real or apparent conflict of interest is avoided or effectively managed. As well, management is responsible for providing advice and managing concerns and complaints concerning potential breaches of the Code, including conflicts of interest within the BCMB. Even though the BCMB may have a delegated process for responding to and managing concerns, management is responsible for ensuring procedural fairness.

The individual responsible for responding to and managing concerns for BCMB employees is the President.

The individual responsible for responding to and managing concerns for the President is the BCMB Board Chair.

b. Disclosure

It is the responsibility of each employee to declare in writing to management those private interests and relationships that they think could be seen to impact the decisions or actions they take on behalf of the BCMB. When there is a change in their responsibilities within the BCMB or in their personal circumstance, employees shall disclose in writing any relevant new or additional information about those interests as soon as possible. Where a real or apparent conflict of interest cannot be avoided, employees must take the appropriate steps to manage the conflict.

Employees disclose these real or apparent conflicts of interest so that management is aware of situations that could be seen as influencing the decisions or actions they are making on behalf of the BCMB. This provides employees, following a review by management, an opportunity to take action to minimize or remove the conflict. To actively manage a conflict of interest, options include:

- removing themselves from matters in which the conflict exists or is perceived to exist;
- giving up the particular private interest causing the conflict; and,
- in rare circumstances, resigning their position with the BCMB.

c. Reporting a Potential Breach by Another

Employees are encouraged to report in writing a potential breach of this Code or any policies or procedures by another to their supervisor. When reporting a potential breach in good faith and with reasonable grounds, employees are protected from retaliation for such reporting. Refer to BCMB's Internal Whistleblowing Procedures for guidance on reporting potential breaches.

d. Responding to a Potential Breach

Once a potential breach has been reported, the BCMB's procedures for responding to and managing a potential breach will be promptly initiated. Management will review the circumstance and details of the potential breach and will notify the alleged employee. The alleged employee has the right to complete information and the right to respond fully to the potential breach. The identity of the reporter will not be disclosed unless required by law or in a legal proceeding. Management makes a decision and completes a report in a timely manner. The decision may range from finding no potential breach to one that reveals suspected criminal conduct.

e. Consequences of a Breach

Employees who do not comply with the standards of behaviour identified in this Code, including taking part in a decision or action that furthers their private interests, may be subject to disciplinary action up to and including termination of the employee.

f. Review of a Decision

An employee can request in writing that the BCMB Board Chair review the decision made by Management that they have breached the BCMB's Code of Conduct.

The President can request in writing that the Governance and Compensation Committee review the decision made by the BCMB Board Chair that they have breached the BCMB's Code of Conduct.

VI. Other Resources

a. Where to Get Advice

When employees require advice and guidance in determining whether misconduct or a conflict exists, or need clarification, they may discuss their issue with their supervisor or management. If they do not feel comfortable discussing with their supervisor or management, then the individual should reach out to the Board Chair, Governance and Compensation Committee Chair, or Audit Committee Chair as outlined in the Whistleblowing Policy.

b. Questions to Consider

When employees are faced with a difficult situation, the following questions may help them decide the right course of action:

- Have I reflected on or consulted with my supervisor about whether I am compromising the Code's values, principles or behavioural standards?
- Have I considered the issue from a legal perspective?
- Have I investigated whether my behaviour aligns with policies and procedures?
- Could my private interests or relationships be viewed as impairing my objectivity?
- Could my decision or action be viewed as resulting in personal gain, financial or otherwise?
- Could my decisions or actions be perceived as granting or receiving preferential treatment?

VII. Affirmation

The Code of Conduct for the BCMB was introduced on February 29, 2016 and is reaffirmed annually by the BCMB to ensure it remains current and relevant.