

## **UNIVERSITY OF LETHBRIDGE FACULTY ASSOCIATION CODE OF CONDUCT**

### **A Message from the President**

ULFA is a democratic organization governed by bylaws instituted through membership referenda. All academic staff members of the University of Lethbridge are members in good standing of the Faculty Association and are eligible to receive its services. It is the exclusive bargaining agent for the members of the academic staff.

### **Association Objectives**

The Faculty Association is a democratic, membership-based organization of academic staff whose primary purpose is to promote the collective interests of its members, to protect and enhance the freedom and quality of teaching, scholarship, debate, thought and research within the University community, and to improve the overall quality of academic life at the University of Lethbridge.

The principal purposes of the Faculty Association are to represent and support the collective interests of the academic staff; to promote and defend independence of thought and freedom of expression in teaching, research, and community service; to ensure due process in matters of dispute between a member and the Board with respect to the collective agreements; and to collaborate with provincial and national associations of university teachers in matters of mutual interest.

### **Conduct**

Personal behaviour – I will:

- Act ethically, with integrity and with loyalty to the decisions of the Association;
- Act according to ULFA's policies, standards, and broader legislative requirements;
- Make decisions fairly, impartially and promptly, considering all available information, policies, procedures, and legislation;
- Treat others with respect, courtesy, honesty, and fairness;
- Have proper regard for the interests, rights, safety, and welfare of Association Members;
- Not harass, bully or discriminate against others in the course of my term;
- Contribute to the professional workplace relationships within the Association; and
- Serve the Association to the best of my ability.

Communication and official information – I will:

- Not disclose official information or documents acquired through my work, other than as required by law or where proper authorization is given;
- Not misuse official information for personal or commercial gain for myself or another;
- Adhere to policies and legal requirements regarding communications with Association Members and other members of the university community; and
- Respect the confidentiality and privacy of all information as it pertains to individuals;
- Not circulate drafts of works in progress pertaining to committees unless agreed to by the committee.

Fraudulent and corrupt behaviour – I will:

- Not engage in fraud, which is defined as dishonest activity causing actual or potential financial loss to the Association; and
- Not engage in corruption, which is defined as dishonest activity in which an individual acts contrary to the interests of the Association and abuses his/her position of trust in order to achieve some personal gain for themselves or to provide an advantage/disadvantage for another person or entity.

Use of ULFA Resources – I will:

- Be accountable for official expenditures;

- Use Member-funded resources diligently and efficiently;
- Not use office time or resources for party political work or for personal gain, financial or otherwise;
- Keep to policies and guidelines in the use of computing and communication, and use these resources in a responsible and practical manner; and
- Ensure that any travel for official purposes is only done when necessary.

Record keeping and use of information – I will:

- Record actions and reasons for decisions to ensure transparency;
- Ensure the secure storage of sensitive or confidential information;
- Comply with the Association’s records management policy; and
- Where permissible, share information to fulfill the role of the Association.

Conflicts of Interest – I will:

- Ensure personal or financial interests do not conflict with my ability to perform my official duties in an impartial manner;
- Declare any conflict or perceived conflict between my personal and official duty to the Executive;
- Declare any receipt of gifts, favours or financial remuneration for acting in official capacity;
- Manage any conflict or perceived conflict between my personal and official duty; and
- Where conflicts of interest, real or perceived, do arise, ensure they are managed in the best interests of the Association Members.

I commit:

- To taking responsibility for reporting improper conduct or misconduct which has been or may be occurring in the Association;
- To reporting any breaches of the Code of Conduct to the Association President<sup>1</sup>; and
- To taking responsibility for contributing in a constructive and positive way to enhance good governance and the reputation of the Association.

Approved by Executive: September 8, 2015

Revised: October 23, 2020

January 14, 2016

September 7, 2017

August 20, 2019

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<sup>1</sup> Reports shall be made to the Association President unless he/she is involved in the issue. In that case, reports shall be made to the Vice-President unless he/she is involved in the issue. In that case, reports shall be made to the Ombuds Officer.