

GOVERNANCE PROCESSES

Policy Title	Policy Number
Council and Committee Member Code of Conduct	GP-5
	Date of Approval
	July 20, 2011
Responsible Authority	Date of Revisions
CMLTM Council	September 14, 2016 September 20, 2019 October 22, 2022 June 18, 2025
	Page(s)
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Introduction

The College of Medical Laboratory Technologists of Manitoba (CMLTM) expects its Council and Committee members to meet the highest ethical and professional standards in their actions and the use of their authority. All Council and Committee members are expected to have reviewed this Code of Conduct and signify their accountability by signing the document. Council and Committee members are expected to act in accordance with the mission and values of the College and to recognize the role of the College in the protection of the public. Council and Committee members are expected to be knowledgeable about the organization's mandate, regulations, by-laws and policies

Code of Conduct

The Council of the College is expected to maintain high standards. The Code of Conduct should be considered the minimum standard. Failure to adhere to the standards of the Code of Conduct shall be considered a violation of the policy and subject to disciplinary action.

1. **Conflict of Interest**
Council and Committee members shall adhere to the Conflict of Interest Policy (as outlined in a separate policy).
2. **Confidentiality**
Council and Committee members are expected to ensure that all confidential information obtained directly or indirectly through their involvement with the College remains confidential. Council and Committee members must avoid inadvertent disclosure of confidential information through casual or public discussion which may be overheard.
3. **Substance abuse**
Attendance at meetings, or representation of the College by Council or Committee members while under the influence of a substance that impairs judgment will not be tolerated.

4. Harassment
Harassment including unwelcome conduct, comment, gesture, contact or intimidating and offensive behavior likely to cause offense or humiliation, will not be tolerated.
5. Discrimination
Council and Committee members shall comply in all respects with the Manitoba Human Rights code.
6. Respectful Workplace
Council and Committee members are expected to treat staff and fellow Council and Committee members with respect and listen to their points of view. Council and Committee members bring a diverse background of experience and skills and may not agree with one another on all issues. All debates shall take place in an atmosphere of mutual respect and courtesy.
7. Board Spokesperson and Solidarity
Unless otherwise authorized to do so by the Chair of Council or Registrar, only the Chair of Council or Registrar or designate may speak on behalf of the College. All external communications must be consistent with the agreed positions of Council. Those Council members or directors who abstained or voted against a motion must adhere to and support the decision of the majority of Council.
8. Criminal Activity
Council and Committee members are expected to conduct their affairs in accordance with all applicable legislation. Council and Committee members charged with or convicted of a criminal offense shall immediately report the charge or conviction to the Registrar.
9. Council Responsibilities
Council members are expected to regularly attend the meetings of Council and other activities of the College such as special and annual meetings. Committee members are expected to regularly attend committee meeting and other activities of the College such as special and annual meetings. Council members will not have more than two unexplained absences between Annual General Meetings.

Disciplinary Action

Should a member of Council or a Committee member fail to comply with the Code of Conduct, the issue shall be referred to the Chair of Council (or the Vice-Chair or Co-Chair if the failure to comply is in relation to the Chair), who will meet with the Council member. Depending on the severity of the violation, and once the meeting has concluded, the Chair of Council may:

1. Dismiss the matter;
2. Provide a verbal warning (intended only for the most minor violations) and receive written confirmation from the Council member that the violation will not be repeated (a copy will be provided to the Registrar for future reference);
3. Provide a written reprimand, to be written by the Chair of Council, unless the Chair is in violation of the Code of Conduct Policy, in which case the written reprimand shall be written by the Vice-Chair or Co-Chair (a copy will be provided to the Registrar for future reference); or

4. Recommendation for removal from Council by a Special Resolution of Council (By-law Article VI: Council Members II. Removal from the Council 2.1 (a)-(d)). The intention to remove the member of Council or Committee member will be included with the notice of meeting. A majority vote (50% plus one), is required to approve the removal of a Council or Committee member.

Code of Conduct Policy Declaration

Please sign the statement below acknowledging your understanding of and commitment to abide by the policy and intent of the College's Code of Conduct:

I, _____, acknowledge that I have read and understand the Code of Conduct policy adopted by the College of Medical Laboratory Technologists of Manitoba and will abide by it during and after my tenure with the College.

Signature

Date
