

ALBERTA TRANSPORTATION SAFETY BOARD

BOARD MEMBER CODE OF CONDUCT

1. Application of the Board Code of Conduct

- 1.1 The Board Member Code of Conduct for the Alberta Transportation Safety Board applies to all Board members, including the Chair of the Alberta Transportation Safety Board. As employees of the Government of Alberta, the Board Chair and Board staff must adhere to the Code of Conduct and Ethics for the Public Service of Alberta.

2. Board Member Responsibility

Board members of the Alberta Transportation Safety Board (the Board) are guided by the following Board Member Code of Conduct and shall:

- (a) behave in a manner that maintains the good reputation of the Board and its ability to serve the public's interest;
- (b) act in accordance with the board's mandate and applicable legislation;
- (c) behave in a professional, ethical and responsible manner;
- (d) act impartially when carrying out their duties;
- (e) conduct hearings and make decisions based on the principles of fairness and natural justice;
- (f) hold confidential all information and materials addressed when carrying out their duties;
- (g) endeavour to avoid situations that create a conflict of interest; and
- (h) not act in self interest or to further their private interests when carrying out their duties.

Board members shall immediately disclose to the Board Chair any situation in which an actual or perceived breach of the Board Member Code of Conduct, including a conflict of interest, exists. Disclosure itself does not remove a conflict of interest.

Those Board members reporting an alleged breach by another in good faith and with reasonable grounds, shall be protected from retaliation for such reporting.

3. Administration of the Board Code of Conduct

- 3.1 The Minister of Transportation and the Chair of the Alberta Transportation Safety Board are responsible for setting the standards of business conduct of the Board and for updating these standards to reflect changes in Board operations.
- 3.2 The Code Administrator for the Alberta Transportation Safety Board shall be the Chair of the Alberta Transportation Safety Board.
- 3.3 Once an alleged breach has been reported, the Board Chair is responsible for investigating the alleged breach, making a decision, and reporting to the Board member against whom the charge was made, in a timely manner.
- 3.4 This Board Member Code of Conduct for the Alberta Transportation Safety Board was introduced on January 12, 2010 and will be reviewed annually by the Board Chair.
- 3.5 Each Board member of the Alberta Transportation Safety Board must read and become familiar with the Board Member Code of Conduct which guides their activities while a member of the Board and affirm in writing their compliance with the code.

4. Review of a Decision

- 4.1 Board members can request in writing to the Minister of Transportation for the Province of Alberta that a decision of the Board Chair relating to an alleged breach of the Board Member Code of Conduct, be reviewed by an independent party appointed by the Minister of Transportation for the Province of Alberta.

5. Penalties and Consequences

- 5.1 Breaches of the code of conduct may result in disciplinary action up to and including removal of the Board member from the Alberta Transportation Safety Board.

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BOARD MEMBER CODE OF CONDUCT DECLARATION

This declaration is to be completed by each Alberta Transportation Safety Board member, at the time they are appointed or reappointed to the Alberta Transportation Safety Board through Order in Council.

I, _____, have read the Alberta Transportation Safety Board Member Code of Conduct and agree to be bound by the principles and requirements contained in this code.

I acknowledge that I am required by the aforementioned code to disclose to the Chair of the Alberta Transportation Safety Board or designate any criminal charges brought against me or other situation that arises which may be a real or apparent conflict of interest with my service as a Board member of the Alberta Transportation Safety Board.

Board Member Signature

Date