

**British Columbia Sustainable Energy Association
BCSEA
MEMBERSHIP CODE OF CONDUCT**

PURPOSE

The British Columbia Sustainable Energy Association (“BCSEA”) is a volunteer-based charity that supports the sustainable production, distribution, and consumption of energy in British Columbia and beyond. The association collaborates with governments, industry, universities and other institutions, other non-governmental organizations, and citizens to put in place the conditions needed to accelerate the province’s transition to a lower-carbon economy.

The BCSEA develops and undertakes educational programs, policy advocacy, public outreach and energy planning. In delivering these to the British Columbia public, employees, volunteers, and members work with each other and the public at large. The following Code of Conduct is designed to allow the BCSEA to preserve its integrity and credibility with the public and within the Association. This Code applies to all individual and business members, volunteers, Provincial Board members, Chapter Steering Committee members, all employees (permanent full-time, hourly, fixed term contract, permanent part-time), and third-party service providers.

This Code of Conduct encompasses the following fundamental principles:

1. Always respect the opinions of others and treat all with equality and dignity without regard to gender, race, colour, creed, ancestry, place of origin, political beliefs, religion, marital status, disability, age, or sexual orientation.
2. Not engage in any practice that violates local, Provincial or Federal laws and regulations or is considered by the BCSEA Board of Directors in its sole discretion to be illegal or unethical.
3. Not show bias with respect to a particular organization when recommending people to participate on the BCSEA Boards or in BCSEA activities in order to create advantage for themselves or their company.
4. BCSEA events provide professional development as well as networking opportunities. Marketing activities, vendor solicitations and/or recruiting efforts in conjunction with BCSEA activities, which have not been specifically preapproved by the BCSEA Board of Directors are strictly forbidden.
5. Not abuse the name of the British Columbia Sustainable Energy Association or their position or association in BCSEA for their personal profit, gain or benefit, or for the profit, gain or benefit of the company they represent. Nor shall they allow their name, or the name or logo of BCSEA to be used by others in a manner deemed to be inappropriate by the Board of Directors of the BCSEA. Any roundtable, committee, or individual wishing to utilize the BCSEA name or logo must obtain the written permission of the

BCSEA in advance. This includes, but is not limited to, signs, media advertising or articles, correspondence, etc.

Accountability:

Members, staff and representatives of the BCSEA are required to abide by this Code while conducting their business. In particular, they shall

1. Act with honesty and integrity, openness and fairness and in accordance with BCSEA Board Rules, Agreements, Bylaws, Policies, and Guidelines.
2. Comply with both the letter and spirit of the Articles of this code as well as any training or orientation provided to you by BCSEA.
3. Take responsibility for their actions and decisions.
4. Business Members shall ensure that anyone appointed by them to engage in BCSEA business or participate in any BCSEA lead activities will act in accordance with this Code of Conduct.

Conflict of Interest:

Conflict of interest arises when a person participates in a decision about a matter which may benefit or be seen to benefit that person because of his/her direct or indirect involvement with the BCSEA. Members, staff and representatives of the BCSEA shall avoid any potential conflict of interest by declaring any such potential conflict in advance of discussion or involvement to the provincial Board of Directors.

Representing the BCSEA

Members of the BCSEA may represent the organization as a Board Member or, if requested by the Board, as an event panelist, or in their capacity as part of a Chapter Steering Committee. No member is permitted to speak on behalf of the BCSEA unless authorized to do so by the BCSEA Board of Directors.

Confidentiality:

Members, staff and representatives of the BCSEA shall respect and maintain the confidentiality of any information provided to them, including but not limited to, all computer software and files, the BCSEA business documents and printouts, and all volunteer, Board Member, Chapter Steering Committee members, employee, member, donor and supporter records.

Implementation:



The British Columbia Sustainable Energy Association, Board of Directors has the responsibility in its sole discretion of ensuring compliance with all Codes, Bylaws, Agreements, Policies and Guidelines adopted by the BCSEA.

BCSEA Members, staff or representatives in contravention of any element of this Code of Conduct may be subject to disciplinary action, including but not limited to the following:

1. Sanctions or expulsion from any event that the members are attending without a refund,
2. Prohibition from attending any future BCSEA events or activities,
3. Expulsion from the BCSEA membership without refund, and/or
4. Prevention from rejoining the BCSEA in the future.

In particular, the BCSEA has a zero-tolerance policy with respect to Personal /Sexual Harassment. Personal/Sexual Harassment in any form is strictly prohibited and will be grounds for immediate expulsion or termination.