



Ahousaht First Nation
General Delivery
Ahousaht BC V0R 1A0
250-670-9563
1-800-991-1433
info@ahousaht.ca



AHOUSAHT **CHIEF AND COUNCILLOR CODE OF ETHICS**

Ethics, refers to a Chief's or Councillor's moral principles, values and personal characteristics and relate to such descriptive stands of behaviour as to fairness, impartiality, equality, professionalism, honesty, trustworthiness, confidentiality and respectfulness.

Code of Ethics is defined as acceptable standards of behaviour and integrity that is required of the Chief or Councillor in the carrying out of her or his duties and responsibilities as a Chief or Councillor.

This Code of Ethics is divided into Four (4) Sections:

Section One:	Code of Conduct
Section Two:	Confidentiality
Section Three:	Conflict of Interest
Section Four:	Breach of Ethics

SECTION ONE: CODE OF CONDUCT

- Chief and Councillors shall promote and maintain at all times, in their action and words, the integrity and dignity of Ahousaht members, Administration, its programs, government, and employees.
- Chief and Councillors shall conduct themselves in a professional and reasonable manner which will bring credit to themselves, the Council, Administration and the membership.
- Chief and Councillors shall be prompt and conscientious in the performance of their duties as a members of Council.
- Chief and Councillor shall use initiative to find ways of fulfilling their duties effectively and economically.
- Chief and Councillors shall attend all Council meetings and Ahousaht Annual General Meetings, unless there is a valid reason for absence of lateness in which case the Councillor shall contact the Chief or in absence, another Councillor, in advance of the meeting.
- Chief and Councillors shall represent the membership and participate in Council meetings to the best of their ability.

- Chief and Councillors shall maintain a positive, cooperative attitude in dealing with fellow Councillors, Ahousaht Administration employees, Ahousaht members and will work as a team towards the betterment of Ahousaht.
- Chief and Councillors shall conduct themselves at all times in a manner which will bring credit to themselves, the Ahousaht Council and the Ahousaht membership.
- Chief and Councillors shall work together in a constructive and supportive manner and shall respect and support Resolutions passed by Council (at Council meetings) and the Ahousaht membership.
- Chief and Councillors shall not publicly or privately criticize or make personal judgments of other members of Council, the Chief, Administration staff, Ahousaht membership or other First Nation Organization.
- Chief and Councillors shall continually work towards self-improvement and professional development through available training, workshops and materials.
- Chief and Councillors shall attend all other meetings, workshops, conferences, etc. assigned as official delegates of the Ahousaht Administration and will formally report back to Council and membership on the proceedings of these meetings.
- Chief and Councillors shall uphold formal commitments made with other First Nation Organizations and government agencies.
- Chief and Councillors shall uphold formal contracts of service and contracts for service approved by the past Council. (unless such contracts are to be terminated for just cause).
- Councillors holding a portfolio who are absent for three (3) consecutive committee meetings or more than one-third (1/3) of all meetings in a twelve month calendar period, without valid reasons, shall be subject to release from the portfolio as approved by the majority of Chief and Council.
- Chief and Councillors absent from three (3) consecutive meetings of Council or more than one-third (1/3) of meetings in a twelve month calendar period without a valid reason shall, as determined by the consensus of Chief and Council shall be subject to release from their elected position.
- Chief and Councillors shall only give out official and/or confidential information acquired as a result of our elected positions when the release of such information has been authorized by the Council
- Chief and Councillors shall not discuss/disclose in-camera business outside of Council.
- Chief and Councillors shall be current on all personal financial responsibilities with Ahousaht First Nation and other Organizations, while holding the position of Chief or Councillor. Each Councillor shall familiarize themselves with the policies relevant to their committee.

- Chief and Councillors shall not speak on behalf of Council to Ahousaht members or outside Organizations without the authorization of Chief and Council.
- Chief and Councillors shall not speak on unilateral decisions prior to Ahousaht Annual General Meetings.

SECTION TWO: CONFIDENTIALITY

- All information that is acquired as a result of their duties and responsibilities in the position on Chief and Council shall be treated as confidential.
- Any information that becomes know by reason of any association with the Ahousaht elected Chief and Council, except such matters as may be required to communicate in order to properly carry out the duties, or unless required by law, or duly authorized by an employee or a client of Ahousaht administration shall be kept confidential.
- Each elected member of Chief and Council shall sign an Oath of Confidentiality.
- Breaches of confidentiality shall be subject to disciplinary action by the majority of Chief and Council, with release from Council duties.

SECTION THREE: CONFLICT OF INTEREST

- Chief and Councillors or any member of their immediate families, shall not be allowed to benefit from contracts, agreements or other undertakings that are associated with Ahousaht unless such awards are through open and fair competitions.
- Chief and Councillors shall not take part in discussions or vote on resolutions that would directly benefit himself, herself, or any members of their immediate family.
- Chief and Councillors shall not use information obtained as a result of their elected positions for personal gain.
- Chief and Councillors shall not give out official and/or confidential information acquired as a result of their elected position, unless they have authorization from the Chief and Council.
- Chief and Councillors shall not be members of a Hiring Selection Committee where an immediate family member has applied for the position.
- Chief and Councillors shall not directly or indirectly use, or allow the use of Ahousaht equipment, vehicles or property for anything other than official Ahousaht Administration business, or as authorized by approved Ahousaht Administration policy.
- A Councillor who is also an employee of Ahousaht Administration shall not participate in discussion or vote on resolutions that will directly, or indirectly affect the operation and services of his or her program.

- A Councillor, who is also an employee of Ahousaht, shall not use their position of Councillor to influence Administration for personal benefit.
- Any Councillor shall not use his/her elected position for personal benefit.
- Chief and Councillors shall not be part of a discussion, or participate on a committee where discussions on the allocation of houses may benefit him or her or any member of their immediate family.
- It is the responsibility of a Councillor to inform the Chief, and in his/her absence, the Council of any potential and existing personal and family conflicts of interest.

Definitions of Immediate Family:

- Father, mother, (natural, step or common-law), or foster parent
- Brother or sister
- Spouse (including common-law spouse)
- Natural child, stepchild, ward or legally adopted child
- Father in-law or mother in-law (including common-law)
- Grandmother or grandfather

SECTION FOUR: BREACH OF ETHICS

Failure of the Chief and Councillors to abide by the code of ethics policy during their term of Council shall be viewed as a breach of appropriate ethics and as such, be subject to discipline. Such discipline, as administered by Chief and Council. May be in the form of a verbal warning, formal letter or reprimand, suspension with or without Council member honorarium, involuntary termination from their elected position or the request for resignation.

The level of discipline shall be determined by the majority of Council except in the case of suspension, involuntary termination and the request for resignation in which case the consensus of council shall be required.

Just cause of discipline shall include, but not be limited to the following:

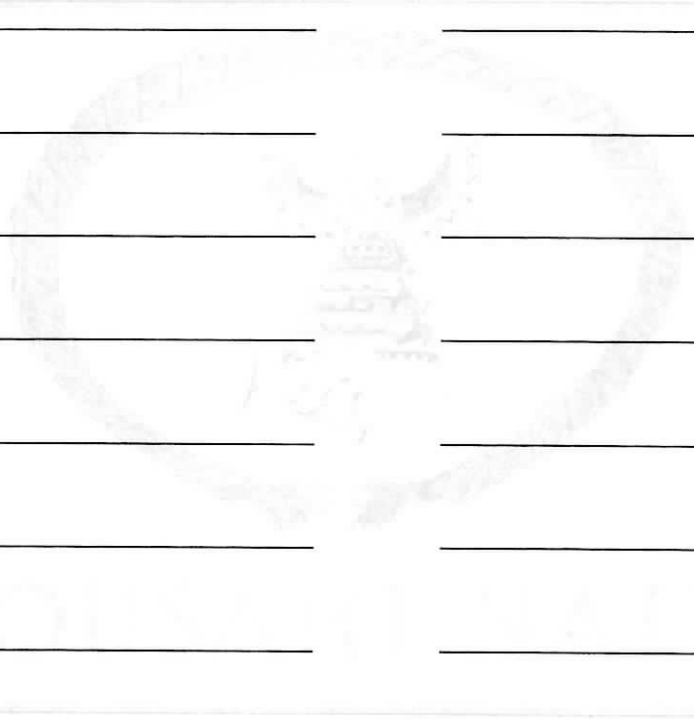
- General and personal conduct within the Ahousaht community and outside the community (ie: obscene language, fighting and excessive use of alcohol)
- Attendance and participation at meeting
- Dishonesty (ie: theft and the intentional disclosure of false information)
- Conflict of interest
- Insubordination (refusal to follow the direction of council)
- Personal or sexual harassment of employees, Ahousaht members or other persons
- Disclosure of confidential information
- Conviction of an indictable offence (just cause for termination).

The process of discipline shall, where Chief and Council consider it to be appropriate, be progressive in nature and always administered in a fair and reasonable manner.

Amendments to the Ahousaht Chief and Council Code of Ethics shall not occur unless there is a complete review process and approval of the full Ahousaht Council.

Date Approved by Chief and Council

Councillor Name	Date Signed
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____





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**ACCEPTANCE OF TERMS OF
 AHOUSAHT COUNCIL**

CODE OF ETHICS

TO: Ahousaht Council and Membership

FROM: _____
 Councillor (Print Name)

DATE: _____

This confirms that I have reviewed a copy of the AHOUSAHT CODE OF ETHICS.

I understand the terms and conditions expressed in the AHOUSAHT CODE OF ETHICS document and undertake to respect and abide by the code.

 Councillor (Print Name)

 Signature

 Date

 Witness Print Name

 Witness Signature

 Date



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OATH OF CONDUCT AND CONFIDENTIALITY

I, _____(Print Name), do hereby declare and affirm that I commit to carry out my duties as an elected member of the Ahousaht Council.

Any confidential information that may be known to me by reason of any association with the elected Ahousaht Council, except such matters as I may be required to communicate, in order to properly carry out my duties as authorized by the Ahousaht Council to disclose or unless required by law and I am authorized by a client of the Ahousaht Council office, shall be confidential.

I understand that disciplinary action by the majority of the elected Council may occur as a result of any breach of conduct or confidentiality.

 Councillor (Print Name)

 Signature

 Date

 Witness (Print name)

 Witness Signature

 Date