

Code of Conduct
for the
Land Agent Advisory Committee

LAND AGENT ADVISORY COMMITTEE

CODE OF CONDUCT

I. Preamble

The Code of Conduct (Code) for the Land Agent Advisory Committee (Committee) applies to all members. The Code reflects a commitment to the agency's values and provides a framework to guide ethical conduct in a way that upholds the integrity and reputation of the Committee. Members are expected to behave in a way that aligns with this Code. They understand that this Code does not cover every specific scenario. Therefore, they use the spirit and intent behind this Code to guide their conduct, and exercise care and diligence in the course of their work with the Committee.

To demonstrate commitment to transparency and accountability, this Code is available to the public on the Land Agents Licensing website at:
www.employment.alberta.ca/CES/199.html

II. Core Values

- a. Members act with impartiality and integrity.
- b. Members demonstrate respect and accountability.

III. Guiding Principles

These principles guide the behaviour and decisions of members:

- a. The recommendations of members are made to protect the public interest and to advance the professionalism, competency and qualifications of land agents.
- b. To serve the public interest, members have a responsibility to uphold the Committee's mandate.
- c. Members have a responsibility to act in good faith and to place the interests of the Committee above their own private interests.
- d. Members behave in a way that demonstrates that their behaviour and actions are fair and reasonable in the circumstance.
- e. Members enjoy the same rights in their private dealings as any other Albertan, unless it is demonstrated that a restriction is necessary in the public interest.

- f. The Code applies to all members unless a specific exemption is granted by the Code Administrator.
- g. Members know that when they become aware of a real or apparent conflict of interest, they must at the first opportunity disclose this conflict to the Code Administrator.
- h. Members understand that disclosure itself does not remove a conflict of interest.
- i. Members encourage their colleagues to act fairly and ethically and know that they are able to raise concerns about a suspected breach by another member to the Code Administrator without fear of reprisal.
- j. Members know that breaches of this Code will be dealt with by the Code Administrator and may include removal of the member from the Committee.
- k. Members know that if they have any questions about the Code, or are not sure how to apply these principles, they should consult with the Code Administrator.

IV. Behavioural Standards

Behavioural standards help members make appropriate decisions when the issues they face involve ethical considerations. Behavioural standards cannot cover all scenarios but provide guidance in support of day-to-day decisions. All members must adhere to the following standards:

- a. Members must not engage in any criminal activity and comply with all relevant laws, regulations, policies and procedures.
- b. Members must not use their status or position with the Committee to influence or gain a benefit or advantage for themselves, their families, their business associates or others with whom they have a significant personal or business relationship.
- c. Members must act in a way that is consistent with the Committee's protocols on public comment.
- d. Members must take reasonable steps to avoid situations where they may be placed in a real or apparent conflict between their private interests and the interests of the Committee.
 - 1. Confidential Information
Members must respect and protect confidential information, use it only for the work of the Committee and not for personal gain. Members must comply with protocols that guide the disclosure of information.
 - 2. Gifts and Gratuities
Members must not accept or receive gifts and gratuities other than the normal exchange of gifts between friends or business colleagues.

3. Outside Activities
Members must avoid participating in business interests, employment or political activities that conflict with the interests and work of the Committee.
4. Potential Appointments to Other Agencies
Members considering a new offer of appointment must be aware of and manage any potential conflicts of interest between their current position and their future appointment.
5. Leaving the Committee
Once members have left the Committee, they must not disclose confidential information that they became aware of during their time with the Committee.
6. Relationship With Other Persons
Members must avoid dealing with those in which the relationship between them might bring into question the impartiality of the member.

V. Administrative Processes

Administrative processes help members manage ethical dilemmas, including any real or apparent conflict of interest concerns.

- a. Administration
The Code Administrator receives and ensures the confidentiality of all disclosures. As well, the Code Administrator is responsible for managing concerns and complaints concerning potential breaches of the Code.

The Code Administrator for members is the Registrar of Land Agents. The Registrar is an employee of the Government of Alberta and is subject to the Code of Conduct for public service employees.

The Code Administrator receives disclosures from the members.
- b. Reporting a Potential Breach
It is the responsibility of each member to declare in writing to the Code Administrator any situations or circumstances that would put them in a position of potentially breaching the code. Members are also encouraged to report in writing a potential breach of this Code by any other member to the Code Administrator. When reporting a potential breach in good faith and with reasonable grounds, members are protected from retaliation for such reporting.
- c. Responding to Potential Breach
Once a potential breach has been reported, the procedures for responding to and managing a potential breach will be promptly initiated. The Code Administrator will review the circumstance and details of the potential breach and will notify the alleged member. The alleged member has the right to

complete information and the right to respond fully to the potential breach. The identity of the reporter will not be disclosed unless required by law or in a legal proceeding. The Code Administrator makes a decision and completes a report in a timely manner.

d. Review of a Decision

A member can request in writing that the Minister review the decision made by the Code Administrator that they have breached the Committee's Code of Conduct.

e. Consequences of a Breach

Members who do not comply with the standards of behaviour identified in this Code may be subject to disciplinary action, which may include removal of the member from the Committee.

VI. Affirmation

This Code of Conduct for the Land Agents Advisory Committee came into effect on *June 16, 2011* and is reaffirmed annually by the Chair to ensure it remains current and relevant.