

EM SSAB Member Code of Conduct

The success and effectiveness of this board depends largely upon the interest, commitment, input, and integrity of its members. All EM SSAB members are expected to attend meetings and participate in an open, constructive, and respectful manner.

The following code of conduct more clearly spells out the expectations of all EM SSAB members. Adherence will be considered during the reappointment process. Repeated non-compliance with the code of conduct will be considered detrimental to the group's purpose, and member removal may be sought by the Deputy Designated Federal Officer (DDFO).

- Adhere to your board's attendance policy. In the event of an absence, notify the DDFO or Federal Coordinator in advance. Be prompt in arriving to the meeting and in returning from breaks.
- Treat members with respect both during the board meetings and outside of the meeting. Be respectful of other people's ideas or situations when they talk.
- Talk one at a time, waiting to be recognized by the Chair or designated facilitator. Each member has the right to participate without any one dominating the discussion.
- Stay on the topic being discussed, in accordance with the annual work plan.
- Address any concerns about the discussion or the meeting with the Chair or facilitator. It is the Chair's job to bring the meeting to order. If you feel you can't speak about your issues or concerns during the meeting, you can talk to the DDFO, Federal Coordinator, or designated facilitator after the meeting or during a break.
- Avoid techniques such as "bargaining" and acquiescence simply to avoid conflict and reach agreement. Differences of opinion are natural, expected, and lead to better solutions. Avoid engaging in parliamentary maneuvering (e.g., trading votes) as this is in direct opposition to the board's purpose.
- Avoid responding directly to public comments during this period at board meetings. Any comments, questions, or requests regarding public comments should be directed to the Chair or the DDFO for disposition.
- Don't use your title or represent the board outside of an EM SSAB meeting.
- Report any potential conflicts of interest – even something that gives the appearance of a conflict of interest – to the DDFO or Federal Coordinator. Conflicts of interest are defined as any area that has direct and predictable effect on the companies, organizations, agencies, or other entities with whom you or a member of your family are personally associated or in which you have a financial interest. The DDFO will discuss the creation a recusal plan when it determined there is a conflict of interest or the appearance of a conflict of interest.
- To maintain the credibility of the Board's work product, if you suspect that an outside entity is attempting to influence your decisions, please report this immediately to your DDFO or Federal Coordinator.

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