



Conservative Party of Canada National Council Code of Conduct



Adopted by National Council on December 30, 2015.



This Code of Conduct for Members of National Council was adopted by National Council on December 30, 2015.

Application

This code applies to National Councilors of the Conservative Party of Canada.

Purpose

The purpose of the code is to provide general guidance on the standards expected of councillors, including guidelines on conflict of interest.

Preamble

Stakeholder confidence and trust in party administration and governance can be achieved by encouraging high standards of conduct on the part of all party officials. In particular, the public and party members are entitled to expect the highest standards of conduct from members of National Council and the party members who are appointed to committees by the Council to act on its behalf. In turn, adherence to these standards will protect and maintain the Conservative Party of Canada's reputation and integrity.

To these ends, National Council adopted a Code of Conduct for National Council. Although the title refers to National Council, it is also binding on Party members on Party committees.

This Code of Conduct is based on the following principles:

- Members of National Council and its committees shall Respect the Law
- Members of National Council and its committees shall serve and be seen to serve the Party and its members in a conscientious and diligent manner;
- Members of National Council and its committees should be committed to perform their functions with integrity and to avoid the improper use of the influence of their office, and conflicts of interest, both apparent and real;
- Member of National Council and its committees are expected to perform their duties in office and arrange their private affairs in a manner that promotes Members confidence and will bear close Member scrutiny; and
- Members of National Council and its committees shall seek to serve the Party's and the Member's interests by upholding the letter and the spirit of applicable Party Constitutions, Bylaws, rules and procedures.

Standard of Conduct



It is the duty of every councillor to:

1. act honestly and in good faith with a view to the best interests of the Party; and
2. exercise the care, skill, and diligence that a reasonably prudent person would exercise in comparable circumstances.

In addition, the National Council is responsible to the membership. Councillors are responsible to the National Council.

This means that councillors must ensure that the Party complies with all laws and regulations that govern the conduct of its business and that the Party acts ethically in its business dealings and community relationships. Councillors are expected to lead by example and must ensure their personal and business conduct meets these high standards.

Respect for Volunteers

The strength of our Party is that of the countless volunteers donating their time and talents from coast to coast to coast. At all times, each and every volunteer must be treated with respect and dignity by the councillors of the Party.

Conflicts of Interest

One fundamental duty of councillors is to act in the best interests of the Party. Therefore, each councillor must avoid any situation in which there is a conflict (or perceived conflict) between his or her duty to the Party and his or her private interest, including duties to others.

No member of the National Council shall derive any profit or financial advantage from his or her position as a member of the council.

Each councillor must disclose all circumstances that constitute a conflict of interest or might be perceived by a reasonable, well-informed person to constitute a conflict of interest. A conflict may exist where a person close to the councillor, such as a relative, partner, client or employer will benefit, even though the councillor will not realize any personal profit or financial advantage.

Disclosure may be made by councillors to the National Council at the meeting. However, it is better if disclosure is made as early as possible and in advance of a meeting. Such advance disclosure should be made by councillors to the President of the Party. The Secretary or President must report any such advance disclosure to the National Council. After disclosing the conflict, councillors must abstain from voting or otherwise participating in the decision-making process related to the matter in conflict and must excuse them from that portion of the meeting related to the matter.

The disclosure and abstention shall be recorded in the minutes of the meeting. If any councillor is concerned that he or she or another councillor may have a conflict of interest, he or she is encouraged to raise that concern with the President who will investigate the concern and recommend actions needed to eliminate or address an actual or perceived conflict of interest.



Candidate Nominations

Councillors who are seeking the nomination of the Party shall, upon making the decision to run for the nomination, resign their council position so that a replacement can be elected in a timely manner to represent the jurisdiction in question on National Council.

Councillors whose immediate family member (i.e. spouse, children, parents, siblings, in-laws, etc.) is seeking the nomination of the Party shall, upon making the decision to run for the nomination, take a leave of absence from National Council and will remain on leave until the conclusion of the nomination process.

Councillors must remain neutral in Nomination Contests and are expressly prohibited from assisting any Nomination Candidate in their campaign in any way. Further, Councillors must exercise due care and discretion to avoid any possible perception that they are creating an uneven playing field to the advantage of one Nomination Candidate over another. Councillors will be explicitly prohibited from any form of contact with Nomination Contests involving:

1. Immediate and Extended Family
2. Friendships where a direct or indirect financial, emotional or membership relationship exists.

Failure to comply with these requirements in all Nomination Contests could result in any or all of:

- Expulsion from National Council
- Forfeiture of Party Membership for all members involved
- Forfeiture of the Party Nomination

Leadership Contests

- “Councillors must remain neutral in Leadership Contests and are expressly prohibited from assisting any Leadership Candidate in their campaign in any way. Further, Councillors must exercise due care and discretion to avoid any possible perception that they are creating an uneven playing field to the advantage of one Leadership Candidate over another.”

Failure to comply with these requirements in all Nomination Contests could result in any or all of:

- Expulsion from National Council
- Forfeiture of Party Membership for all members involved



Confidentiality

The duty of councillors to act in the best interests of the Party requires them to maintain the confidentiality of all confidential information and records of the Party and to not use or disclose the information or records, except in the course of the performance of their duties to the Party.

Councillors should assume that information given to the Council is confidential until management in the ordinary course of business discloses it. If in doubt, councillors should consult with the President for clarification.

The President in accordance with established protocols and reporting procedures that have been approved by the National Council should ordinarily make disclosure of confidential information to the membership or Party staff.

Councillors may discuss confidential information or share confidential records with other councillors, and staff, but they must not disclose such information or records to any person outside the Party, unless such disclosure is made by a councillor in the course of performing his or her duties to the council.

Councillors must not use or disclose confidential information obtained from the Party to further their private interests or the interests of their friends, relatives, or employers, or any other person or organization.

CIMS Access and Data

Councillors have access to this data to assist in completing their day-to-day duties to the Party. Councillors are not to disclose any of the information that they have obtained from the Party's database in whole or in part other than for the purposes for which their access was granted in the first place.

Enforcement

Voluntary disclosure of any possible breach of this code will be presumed to be a good faith effort to comply with the code. If there has not been a good faith effort to comply with the code the President and/or the Secretary will report the breach to the National Council for its advice and direction. In addition, any councillor who derives profit, personal or financial advantage by acting in breach of this code must account to the membership by paying the Party the amount of the profit or financial advantage.



Form of Declaration

National Council of the Conservative Party of Canada

Code of Conduct

Certificate of Understanding and Compliance

As a Councillor of the National Council or a non council member of a National Council Committee Member:

- **I certify that I have read and understand the attached Code of Conduct for Councillors;**
- **I certify that I have made all disclosures required under the Code as at the date of this certificate; and,**
- **I agree to conduct myself in accordance with this Code.**

Name (Print)

Name (Signature)

Date Signed

Date filed with the Secretary of the National Council: _____