

CODE OF CONDUCT

for Member Representatives, Directors and Officers

1. In my role as a Member Representative, Director, Executive Officer or Officer of Skills Canada BC (“SCBC”) I certify that I adhere to and advocate the following principles and responsibilities governing my professional ethical conduct.
2. I act with honesty and integrity, avoiding actual and apparent conflicts with the interests of SCBC. A conflict of interest would occur when an individual's private interest interferes - or even appears to interfere - with the interests of SCBC as a whole. When any issue arises that may present an actual or apparent conflict, I will disclose that issue in accordance with the Conflict of Interest Guidelines for Member Representatives, Directors, Executive Officers and Officers.
3. In acting on any business for SCBC, I comply in all material respects with applicable governmental laws, rules and regulations, and other appropriate private and public regulatory agencies, and will act as appropriate within my position to assure that SCBC complies with such rules and regulations.
4. I understand the requirement that SCBC provide full, fair, accurate, timely and understandable disclosure to its external constituents (shareholders, customers, reporting agencies) and will take that requirement into proper account in carrying out my duties as a Member Representative, Director, Executive Officer or Officer of SCBC.
5. I respect the confidentiality of SCBC information acquired in the course of my duties as a Member Representative, Director, Executive Officer or Officer of SCBC. Confidential information of SCBC or its partners, funders, patrons or customers may not be used for personal advantage. Confidential information includes all non-public information that might be of use to others, or harmful to SCBC or its partners, if disclosed.
6. I understand that business opportunities within the scope of the business of SCBC, as well as reasonable extensions of the scope of that business, represent corporate opportunities of SCBC and may not be diverted for any separate personal purpose or benefit. I will not take for myself personally any opportunities that are discovered through the use of SCBC property, information or position. I will not use SCBC property, information or position for personal gain. I will not compete with SCBC directly or indirectly. I will fulfill my duty to SCBC to advance its legitimate interests when the opportunity to do so arises.

7. I understand that SCBC has a duty to deal fairly with its funders, partners, customers, suppliers and employees. It is a principle of the SCBC that no employee should take unfair advantage of another through manipulation, concealment, abuse of privilege information, misrepresentation, or any other practice of unfair dealing.
8. I understand that I have an obligation to protect the SCBC's assets and ensure their efficient use and, within the scope of my responsibilities as a Member Representative, Director, Executive Officer and Officer, will ensure that SCBC assets are used for legitimate business purposes.
9. As a Member Representative, Director, Executive Officer or Officer, I recognize that the SCBC should proactively promote ethical behavior. SCBC encourages its employees to talk to the Executive Director when in doubt about the best course of action in a particular situation. SCBC also encourages that employees report violations of laws, rules, and regulations to the Executive Director. In addition, SCBC ensures that its employees know that there will be no retaliation for reports made in good faith. I adhere to and support these principles.
10. I understand that I will be individually accountable for adherence to the requirements of this Code of Conduct.

Signature: _____

Date: _____

Name: _____

(please print)