POLICY

National Operating Policy # 26

Subject: Code of Conduct – CIPHI Executive Members

Approved: December 2019 by the Board

Revised: August 2026

Objective and Rationale

This policy applies to the executive members of all national boards established by the Canadian Institute of Public Health Inspectors (CIPHI)

The objective of this policy is to support the *CIPHI Executive Member Code of Conduct* (the "Code") and provide operational guidelines for responding to real or perceived code violations.

All executive members governed by this policy must, upon their appointment, agree to adhere to the CIPHI Code of Conduct by signing the declaration found in Appendix 1. The Code establishes the behavior expected from all executive members when they are fulfilling their roles and responsibilities as a board member.

CIPHI promotes freedom of expression but expects all executive members to follow and respect this Code.

Definitions

Chair is the duly appointed Chair of the Board of Directors, Board of Certification, Council of Professional Experience and Environmental Health Foundation of Canada.

Executive Member means any person who has been appointed to a national board in accordance with the corporation By-Laws and Regulations. This includes any duly appointed officers of the board and may, at the discretion of a board, include a person appointed by that board to a national volunteer position.

National Board includes:

- Board of Directors (Board)
- Board of Certification (BOC)
- Council of Professional Experience (CoPE)
- Environmental Health Foundation of Canada (EHFC)

Review Panel consists of the Board Vice President or Past-President, the Chair of the BOC and Chair of CoPE whose sole purpose is to follow up Code of Conduct complaints against the Board Chair.

1.0 Specific Operations

1.1

Code of Conduct - Declaration

- Upon acceptance of an appointment to a CIPHI board the executive member must sign the Code of Conduct declaration (Attachment #1) and submit it to the Board Chair. The Chair will submit a copy to CIPHI office for filing.
- A Chair who was not an executive member prior to taking office must sign a declaration and submit to the Board for processing.
- Upon request of the board Chair a signed declaration must be submitted by any individual accepting a CIPHI national volunteer position (e.g. AEC committee participants, webmaster, social media manager)
- A real or perceived violation of the Code which occurs during a meeting of a board or other event where board business is being conducted should be immediately addressed by the executive members present where possible. The intent is to resolve minor breaches of conduct as they occur and avoid further action being necessary.
- Violations occurring during a board meeting or event that cannot reasonably or satisfactorily be addressed at the time of occurrence shall for the purposes of this policy be considered a complaint and followed up by the Chair of that board as per Sec 1.2.

1.2

Complaint Procedures

- A complaint regarding a code of conduct violation involving an executive member may be submitted by any person to the Chair of the board on which the executive member sits. The Chair will lead the board in a review of the complaint. (**NOTE:** Where the complaint is regarding the Chair of a board see **Section 1.3**).
- In the event the Chair is unavailable or unable to perform the duties, named in this policy they may delegate an executive member of the board to act in their place.
- Every effort should be made to validate a complaint of a breach of the Code prior to a review being initiated. This includes requesting a written complaint and advising the complainant that the executive member will be provided the details of the complaint against them which may include the identity of the complainant.
- An executive member will be notified when a complaint against them is under review and be provided an opportunity to respond to the allegations.
- The details of the complaint, any follow-up action and the outcome should be documented, and a copy provided to both the executive member and the complainant (s).
- All persons involved in a review of an alleged code of conduct violation are responsible for the protection of personal and sensitive information and the fair handling of it at all times in accordance with National Operating Policy #2.
- A complaint may be impossible to substantiate if the complainant and the executive member have differing opinions as to what transpired and there is no reliable evidence of a code of conduct violation. Unsubstantiated complaints will be dismissed with no further action taken.
- When a complaint is substantiated but is not cause for disciplinary action (Sec 1.5) a written warning(s) regarding the consequences of further violations may be issued by the Chair. Each board may establish the format of a written warning provided the intent of this policy is met.
- Disciplinary action (Sec.1.5) against an executive member may be recommended by the Chair and must be approved by a confidential simple majority vote of the appropriate board.
- The executive member subject to disciplinary action will be given an opportunity to make an explanation and provide evidence to the board regarding the allegations against them prior to the vote. They may not vote or be present for the vote.
- Notice of disciplinary action will be sent to the executive member from the CIPHI office by registered letter or e-mail.
- Where an executive member subject to disciplinary action was appointed to the board by a Branch of CIPHI the branch executive should be notified of the issue and the action taken. The branch executive cannot overturn any board's decision.

1.3

Complaint Against a Chair

Complaints against a Chair are to be processed in the same manner as complaints against any other executive member with the following exceptions:

- Where the Chair of the BOC, CoPE, or EHFC is the subject of a Code of Conduct complaint, the complaint should be submitted to the Board Chair who shall lead the Board in a review of the complaint in accordance with this policy.

- Where the Board Chair is the subject of a Code of Conduct complaint the complaint should be submitted to the National Vice President or, if unavailable, the National Past-President.
- The Vice President or Past-President will form a **review panel** consisting of themselves, the Chair BOC and the Chair CoPE. This panel shall lead the Board in review of the complaint in accordance with this policy.
- A recommendation from the review panel for disciplinary action must be established by consensus or a simple majority vote by the review panel.
- In the event disciplinary action (Sec 1.5) against the Chair Board, BOC, CoPE or EHFC is recommended it must be approved by a confidential simple majority vote of the Board.

1.4

Cause for Disciplinary Action
The expectation is that most breaches of the Code can be resolved by effective communication. This includes providing the executive member with feedback on issues related to their conduct as an executive member of the board and reinforcing CIPHI's expectations of all executive members. However, disciplinary action may be recommended when there is evidence of the following:

- An executive member response to being notified of a code violation complaint indicates non-compliance was intentional and/or they are unwilling or unable to comply with the Code.
- An executive member continues to violate the Code after receiving two written warnings related to previous Code violations.
- A violation involves behaviors for which CIPHI has "zero tolerance" (personal or sexual harassment, physical, verbal or emotional abuse and discrimination).
- The violation has caused harm to CIPHI and/or obstructed the business of the board or any working groups, committees etc. associated with the board.

1.5

Disciplinary Action
The disciplinary action referred to in this policy that may be taken by a board is termination of the appointment of the executive member to the board and/or any associated working group or committee they were assigned to.

1.6

Appeal Process

An executive member subject to disciplinary action may appeal this decision by submitting a written appeal to the Board who will refer the matter to an appeal review panel established for this purpose.

The Appellant must submit the appeal to the CIPHI Office no more than 30 calendar days after the confirmed delivery date of the registered letter or after delivery of an email.

Accountability
The Board of Directors holds the accountability to ensure their Executive Members are in compliance with this policy.

Supporting Documents

Attachments / Appendices
1. Code of Conduct (September 2019)

Document Change History
Approved – December 2019 Revised – June 2025 Revised – August 2026

APPENDIX 1

CIPHI Executive Members
CODE OF CONDUCT

The Canadian Institute of Public Health Inspectors (CIPHI) has adopted the following code of conduct outlining the actions and behaviour expected from all CIPHI Executive Members while fulfilling their roles and responsibilities as a board member. Executive members are persons appointed to the Board of Directors, Board of Certification, Council of Professional Experience and the Environmental Health Foundation of Canada.

CIPHI promotes freedom of expression but we expect all executive members to follow and respect this code of conduct. Our goal is to foster a well-organized and collaborative environment built on respect, professionalism, open communication, accountability, and inclusiveness.

Executive members, upon their appointment, must agree to adhere to this code of conduct by signing below. In accordance with National Operating Policy #26 *Code of Conduct – CIPHI Executive Members* disciplinary action may be taken against an executive member who fails to follow this code of conduct.

CODE OF CONDUCT

Respect:

- ❑ Reflect social standards of courtesy, respect and dignity
- ❑ Leave personal prejudices out of all board discussions
- ❑ Support CIPHI's commitment to zero tolerance for personal or sexual harassment and physical, verbal, or emotional abuse including coarse language and aggressive or intimidating behaviour

Professionalism:

- ❑ Represent the organization in a positive and supportive manner at all times and in all places.
- ❑ Make attendance at all meetings of the board a high priority and respect pertinent regulation or policy regarding meeting attendance and conduct.
- ❑ Come to meetings prepared to discuss the issues and business on the agenda.
- ❑ Fulfill assignments to the best of your ability in a timely manner.
- ❑ Support all decisions that receive board approval - "agree to disagree".
- ❑ Act with honesty and integrity respecting the standards of CIPHI.

Communication:

- ❑ Respect difference of opinion
- ❑ Avoid interruption
- ❑ Exercise active listening
- ❑ Provide constructive feedback
- ❑ Observe lines of communication established by the committee chairs

Accountability:

- ❑ Respect confidentiality based on CIPHI policy
- ❑ Respect other's time by being solution focused
- ❑ Protect the integrity of CIPHI
- ❑ Be accountable to the members of CIPHI
- ❑ Comply with the CIPHI Code of Ethics

Inclusiveness:

- ❑ Exhibit zero tolerance for discriminatory behaviour
- ❑ Demonstrate impartiality in your communications and decisions
- ❑ Be flexible and adaptable
- ❑ Be open to new ideas and respectful of opposing viewpoints

Code of Conduct Declaration:

I, _____, have read, understand and agree to abide by the CIPHI Code of Conduct as it relates to my actions/behaviour as an executive member on _____(*name of board/council*).

I understand that failure to adhere to the conditions of this Code may result in disciplinary action being taken against me.

Signed this _____ day of _____, 20_____.

_____
(Executive Member- Signature)