



Code of Conduct

As a volunteer organization, National Association of PeriAnesthesia Nurses of Canada (NAPAN©) is sensitive to the commitment of its members and will not make unrealistic time demands or expectations. There must be an effort and an understanding amongst members to promote balance between personal and professional commitments. The Code of Conduct will support a healthy volunteer environment, outlining specific norms of conduct and expectations of excellence. Good communication is the cornerstone of effective teamwork and promotes positive outcomes.

DEFINITIONS:

1. Code Of conduct: Principles, values, standards, or rules of behavior that guide the decisions, procedures and systems of an organization in a way that (a) contributes to the welfare of its key stakeholders, and (b) respects the rights of all constituents affected by its operations.
2. Verbal Abuse: "Communication perceived by a person to be a harsh, condemnatory attack, either professional or personal. Language intended to cause distress to a target" (Buback 2004)
3. Horizontal Violence: hostile and aggressive behaviour by individual or group members toward another member or group of members of the larger group, characterized by obvious and concealed hostile behavior. Examples: deliberate rolling of the eyes or crossing of the arms, sarcastic remarks and slurs, fault-finding, elitist attitudes, constantly ignoring questions, criticizing or excluding individuals from discussion (freezing out) or controlling behaviors, constantly confronting with negativity.
4. Bullying: "The persistent, demeaning and downgrading of humans through vicious words and cruel acts that gradually undermine confidence and self – esteem" (Adams 1997)

5. Mentorship: Mentoring is a developmental partnership through which one person shares knowledge, skills, information and perspective to foster the personal and professional growth of someone else.

CONDUCT

PERSONAL BEHAVIOUR

It is expected that Board members and Committee members will:

- act ethically, with honesty and integrity, in the best interests of NAPAN© at all times;
- take individual responsibility to contribute actively to all aspects of the Board's/Committee's role according to the Constitution
- attend Board meetings and/or Committee meetings either in person or via conference call;
- make decisions fairly and impartially considering all available information, legislation, policies and procedures;
- treat colleagues with respect, courtesy, honesty and fairness, and have proper regard for their interests, rights, safety and welfare;
- avoid horizontal violence, including, but not limited to, verbal abuse and bullying against Board/Committee or NAPAN© members. This includes face to face, electronic and telephone interaction.
- contribute to a harmonious, safe and productive Board/Committee environment/culture through professional relationships;
- not make improper use of their position as Board/Committee members to gain financial advantage for themselves or for any other person; and
- it is an expectation of a Board or Committee member to use their expertise for mentorship towards leadership development.

COMMUNICATION AND OFFICIAL INFORMATION

It is expected that Board members and Committee members will:

- channel all communication between Board/Committees on business matters through the Chairperson or Co-chair person of the Board/Committee;
- not disclose official information or documents acquired through membership of the Board, other than as required by law (ie Revenue Canada) or where agreed by decision of the Board (ie: standards or financial documents pertaining to NAPAN©)
- not make any unauthorised public statements regarding the business of

NAPAN©

- support, adhere to and not contradict the formal decisions of the Board/Committee made in its meetings;
- respect the confidentiality and privacy of all information as it pertains to individuals; and
- have minutes, financial statements and other documents pertinent to NAPAN© be transparently available to all members.

USE OF NAPAN© RESOURCES

It is expected that Board members and Committee members will:

- act in a financially responsible manner, applying due diligence to the scrutiny of financial reports, audit reports and other financial material that comes before the board; and
- ensure the efficient use of NAPAN© funded resources, towards the operation of the Organization

In addition, Board members and committee members commit to:

- taking responsibility for reporting improper conduct or misconduct which has been, or may be occurring in NAPAN© , reporting the details to the Executive; and
- taking responsibility for contributing in a constructive, courteous and positive way to enhance good governance and the reputation of the board of OPANA

Discipline of Members

As per article 4.4 constitution and by laws