



Schedule 1: Code of Ethics and Professional Conduct

Introduction

Integrity, competence, accountability, and adherence to all applicable laws and regulations are the cornerstones of this Code of Ethics. College registrants are required to conduct themselves in a manner consistent with these precepts as outlined in principles enumerated in section 2, and to uphold the principles of stewardship of aquatic and terrestrial ecosystems and biological resources.

In dealings with the public, employers/clients and other registrants of the profession, registrants of the College of Applied Biology must:

1. Provide objective, science-based, unfettered, forthright and intellectually honest opinion, advice and reports in applied biology.

To meet this principle, registrants must:

- formulate and present opinions, conclusions and recommendations from an impartial and factual science base;
- ensure that facts and opinions used to support advice, conclusions or recommendations are accurate and are represented accurately;
- identify relevant underlying data, assumptions, methodologies, considerations, implications, and the sources for any information or background data/information in all reporting;
- identify limitations of data, concepts, conclusions, understanding, and recommendations in all reporting;
- distinguish between facts, assumptions and opinions when providing professional opinions;
- refuse to enter into agreements where compensation is contingent upon the conclusions or recommendations meeting the client's desired conclusions or recommendations;
- refuse to enter into agreements where the terms of employment restrict the registrant from applying due diligence and/or intellectual honesty;
- refuse to change their professional opinion or recommendation where the change is not supported by science, while remaining open to constructive professional dialogue;
- disclose the professional relationship (employment/contract/volunteer) when the registrant acts or presents on behalf of a client or employer or other entity; and
- recognize that all work, whether or not signed and/or sealed must meet this principle.

2. Undertake assignments and offer opinions only in areas in where training and ability make the registrant professionally competent.

To meet this principle registrants must:

- ensure that they practice only in areas in which they have competency;
 - i. competence can be achieved through education, study, experience and training;
 - ii. competence can be demonstrated by the ability to complete a task to the same standard as trained professionals in similar situations;



- maintain competence in their field of practice and keep abreast of advances in practice and the relevant science;
- ensure that, where a registrant takes responsibility for the work of another, the work meets the appropriate standard;
- ensure that, where a registrant is the coordinating professional or project supervisor, all other team registrants are competent and qualified to perform their required duties;
- ensure that, where there are other team registrants contributing to an assignment, including recommendations, reports, statements or opinions that each is identified; and
- retain or advise of the necessity to retain the services of others, where additional expertise is required.

3. Ensure they meet a professional standard of care by practicing applied biology with attention, caution, prudence, and due diligence.

To meet this principle registrants must:

- identify and meet the professional standard of care that will avoid reasonably foreseeable undesirable outcomes;
- undertake their work in a manner that demonstrates due diligence;
 - i. to ensure due diligence, registrants must make certain that at a minimum:
 - ii. the level of effort expended is appropriate to the task as defined by the activities undertaken and the potential risks;
 - iii. experts have been consulted or retained where necessary;
 - iv. background information is collected and incorporated;
 - v. data have been collected to ensure proper assessment of risks and outcomes;
 - vi. the use of any new or unusual methods are justified, reference and explained;
 - vii. conclusions, uncertainties and recommendations are stated in a clear, understandable manner;
- viii. implications of recommendations and alternatives are identified in a clear, understandable manner;
- ix. all applicable legal requirements are met, with regard for the common law and any applicable enactments, federal enactments, or enactments of another province, as well as any applicable standards, policies, plans and practices established by the government or the regulatory body;
- x. work is done in accordance with any guidance developed to standardize professional documentation in the profession; and
- xi. appropriate documents, files, and filing systems are maintained;
- exercise sound judgment, document uncertainties and provide a clear rationale for all decisions;
- provide advice that is carefully and conscientiously developed;
- ensure that the employer/client is aware of potentially adverse consequences if the registrant's professional recommendations are not followed; and
- recognize that all work, whether or not signed and/or sealed, must meet the professional standard of care.

4. Provide a professional standard of service to clients and employers by conducting business practices fairly, avoiding conflict of interest and respecting client/employer confidentiality.

To meet this principle registrants must:

- recognize that the requirement to provide a professional standard of service applies whether the registrant provides services in the private or public sector, as a contracting professional, volunteer, sole proprietor or an associate in a corporation, or working at the staff or management level;
- exercise fairness in business practices by following practices that are just and reasonable, open and honest, fair and respectful, and undertaken properly;
- consider employer/client materials confidential
 - i. a registrant must not use the proprietary/confidential information for personal gain or the advantage of other parties;
- recognize the expectation of confidentiality does not hold where
 - i. the employer/client actions are unlawful, in which case the registrant is obliged to report the activity to the appropriate authority; or
 - ii. the registrant has been otherwise directed by the employer/client or legal authority;
 - iii. where the registrant is required by law to disclose confidential information, the registrant must so advise the employer/client, unless directed otherwise by the legal authority;
- avoid situations and circumstances where there is a conflict of interest;
 - i. there is a real or perceived conflict of interest where a registrant's interests conflict or appear to conflict with the registrant's professional responsibilities;
 - ii. in determining whether a conflict exists or appears to exist, registrants should consider whether a reasonably well-informed individual in possession of the facts would believe a conflict exists;
 - iii. registrants must take measures necessary to ensure a conflicting interest does not bias decisions or recommendations that the registrant may be called upon to make; in extreme situations this might require the registrant to withdraw from a project.
- ensure conflicts of interests, real or perceived, are properly disclosed to employer/clients and others who may be affected by the conflict; and
- ensure that accurate information in respect of qualifications and experience are provided to employer/clients.

5. Hold paramount the safety, health and welfare of the public, including the protection of the environment and the promotion of health and safety in the workplace.

To meet this principle registrants must:



- give consideration to the potential effects of their work on public health and safety and the environment;
- identify and communicate the level of risk and appropriate measures for prevention or mitigation; and
- take immediate corrective action where a threat to health and safety or to the environment is identified.

6. Uphold professional obligations to the College while in the workplace.

To meet this principle registrants must:

- ensure professional obligations override all other work related obligations; and
- refuse requests and pressures to compromise professional obligations to the College.

7. Maintain a standard of personal and professional conduct that does not reflect adversely on the College or its registrants.

To meet this principle registrants must:

- behave in a manner that recognizes a registrant's conduct, both in private and professional life, shapes the perception the public and others have of the individual and, by association, the College and other registrants of the College; and
- be mindful that they are accountable to the College for both personal and professional conduct.

8. Avoid injuring the reputation of others through malice or negligence.

To meet this principle registrants must:

- display due regard, fairness and courtesy to all individuals with whom they interact;
- exercise due care to avoid unintentionally damaging a person's reputation when making a comment on a person's ability or work, and not knowingly or intentionally damage a person's reputation by making misleading or malicious statements about another person's conduct or work;
- respect that registrants of legally established professions have been assessed by their peers as being capable of practicing in a competent manner and, as such, are due the respect and deference normally accorded a professional; and
- comment with restraint and demonstrate full consideration of the facts when expressing opinions that differ from those of other professionals.

9. Recognize the duty to address poor conduct and/or practice of another professional under the *Professional Governance Act* in order to protect the public interest, the profession, and the reputation of the College as a regulator.



To meet this principle the registrant must:

- address the conduct or practice issue while respecting the rights and reputation of the other registrant;
- where one College registrant believes another professional registrant has engaged in poor practice and/or conduct, i.e. has contravened the *Professional Governance Act* and/or Bylaws, the registrant making the allegations should, where possible, approach the other registrant privately to seek clarification of the actions before making any public statements or notifying the College. In undertaking this approach the registrant must:
 - i. make every effort to maintain respectful regard; and
 - ii. not maliciously or negligently injure the reputation of the other registrant;
- where it is not possible for a College registrant to raise a matter of poor practice or conduct directly with the other professional, or where discussions between professionals have not resolved the situation satisfactorily, and where the registrant is of the opinion that the matter merits the attention of the regulating body, the registrant must report the allegations by filing a complaint with the appropriate regulating body in accordance with the Act and Bylaws.
- Notwithstanding the above, where a registrant has reasonable and probable grounds that the practice of another registrant or other person might pose a risk of significant harm to the environment or to the health and safety of the public or a group of people, the registrant must promptly report this to the appropriate regulating body and not first approach the other registrant.