

Atlantic Canada Water and Wastewater Association

Volunteer Code of Conduct

Board Approved December 2018

The objective of the Atlantic Canada Water and Wastewater Association is to serve as an organization that represents all stakeholders in the water and wastewater industry in Atlantic Canada. In order to be an effective organization, the Association needs to rely on a multitude of volunteers to carry out the business of the Association. Therefore it is important that all volunteers are held to the highest regard when conducting business of the Association. The purpose of this code of conduct is to outline acceptable conduct of volunteers of the Association when acting on behalf of the Association.

Code of Conduct for Volunteers When Representing the Association on Official Business:

1. When representing the Association on official business, volunteers shall act in the best interests of the Association.
2. Volunteers shall serve all members of the Association impartially and shall not provide special privilege to any individual member.
3. Volunteers shall support ACWWA in fostering a diverse and inclusive culture.
4. Volunteers shall not accept personal compensation, gifts or other remuneration from any supplier or contractor to the Association, unless the member provides full disclosure and obtains the informed consent of the Association's Board of Directors. Acceptance of perishable or other gifts of a nominal value, such as advertising or promotional materials clearly marked with company brand names is not considered improper. Acceptance of reasonable business meals or the exchange of reciprocal courtesies of the same approximate nominal value between members and/or employees and their supplier/contractor friends is not considered improper when such is infrequent.
5. Volunteers shall not use their position within the Association for personal or business gain.
6. Volunteers shall maintain the confidentiality of personal and privileged information entrusted or known by virtue of activities within the Association, including but not limited, to lists of membership, lists of certification, lists of attendance, lists of registration etc. Such confidential and privileged information shall only be distributed to the degree necessary for conducting Association business and shall not be used by any volunteer for personal gain or use outside the Association.
7. While present at Association functions, and/or while conducting Association business, volunteers shall refuse to engage in or approve of conduct that is likely to be detrimental to the reputation of the Association.

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