




Policy Title: STAFF CONDUCT AND TRANSPARENCY		Policy Section: II Executive Limitations	Policy Number: II-35
Approved By: Board of Directors	Date Approved: Nov 30, 2009	Date Reviewed/ Revised: Nov 29, 2012 May 12, 2015 Jun 11, 2018 June 3, 2021 May 27, 2024	Board Chair's Signature: 

POLICY PURPOSE

The purpose of this policy is to outline the risk tolerances, ethics, prudence, and equity boundaries around employee behaviours and results.

POLICY

The Registrar & CEO may not operate without conditions of employment which clearly articulate the expectations for the CMLTO employees in terms of results to be achieved and prudent, ethical, inclusive, and equitable behaviours. In addition, the Registrar & CEO may not operate without enforcing these expectations in a fair manner with due process.

Further, they may not operate without:

Requirements for Clear Policy and Job Expectations

1. Ensuring that staff are fully oriented to the CMLTO core mandate regarding public protection.
2. An enforced internal Code of Conduct, including a conflict of interest policy, of which all employees are made aware, which clearly define expected behaviour for employees.
3. Requiring staff to become familiar with and comply with all legal requirements and CMLTO policies and procedures.
4. Providing staff with a definition of prohibited behaviour, which is unlawful, imprudent, non-inclusive, inequitable, or in violation of commonly accepted business and professional ethics.



Safeguard Information

5. Providing staff with a policy which requires safeguarding of CMLTO's confidential information and, where appropriate, the confidential information of other parties with whom CMLTO does business.

Unconflicted Position

6. Providing staff with a policy which requires them to avoid actual or potential conflicts of interest with CMLTO or the appearance thereof, in all transactions.
7. Providing staff with a policy which does not allow employees to accept gifts, payments, services, or other inducements which appear to compromise the unconflicted position of staff.

CMLTO Reputation

8. Directing staff to conduct CMLTO business with honesty, integrity, and equity, and in a professional manner that protects CMLTO's good public image and reputation.
9. Directing staff to build relationships with registrants, clients, vendors, the public, and fellow employees based on inclusion and trust.
10. Directing staff to treat every individual with respect, dignity, and equity in the conduct of CMLTO business.
11. Requiring staff to promptly report to the Registrar & CEO any violations of ethical principles or CMLTO policies that come to the employee's attention and cooperate fully in any audit, inquiry, review, or investigation by the organization.

Note:

Definition of Transparency:

In this context, as used in the humanities and in a governance context, the concept of 'transparency' means openness, communication, and accountability. It is an extension of the meaning of a 'transparent' object, as one that can be seen through. Examples of 'transparent' staff conduct can include open and focused meetings / communication, openness of financial and business process transactions, and regular open review and monitoring of work processes and results.