

## **SCHEDULE "A"**

### **CODE OF ETHICS**

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A Parent (as that term is defined in the Bylaws) who accepts a position as an executive member, committee member, or representative at Ecole Cedardale Parents' Advisory Council (the "**PAC**") shall:

1. uphold the constitution and bylaws, policies, and procedures of the electing body;
2. perform her or his duties with honesty and integrity and in the interests of the PAC;
3. work to ensure that the well-being of the students is the primary focus of all decisions;
4. respect the rights of all individuals;
5. take direction from the membership and executive bodies of the PAC;
6. encourage and support Parents and students with individual concerns to act on their own behalf, and provide information on the process for taking concerns forward;
7. work to ensure that issues are resolved through due process;
8. strive to be informed and only pass on information that is reliable;
9. respect and hold in confidence, all confidential information;
10. support public education.

**SCHEDULE "B"**  
**STATEMENT OF UNDERSTANDING AND UNDERTAKING**

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I, the undersigned, in accepting the position of \_\_\_\_\_ with the Ecole Cedardale Parents' Advisory Council (the "PAC"), have read, understood, and agreed to abide by the Code of Ethics set out in the PAC's Bylaws, and accordingly agree, without in any way limiting the foregoing, to:

- (a) uphold the constitution and bylaws, policies, and procedures of the electing body;
- (b) perform all duties with honesty and integrity and in the interests of the PAC;
- (c) work to ensure that the well-being of the students is the primary focus of all decisions;
- (d) respect the rights of all individuals;
- (e) take direction from the membership and executive bodies of the PAC;
- (f) encourage and support Parents (within the meaning of the PAC bylaws) and students with individual concerns to act on their own behalf, and provide information on the process for taking concerns forward;
- (g) work to ensure that issues are resolved through due process;
- (h) strive to be informed and only pass on information that is reliable;
- (i) respect and hold in confidence, all confidential information;
- (j) support public education.

I also agree to participate in any dispute resolution process that has been agreed to by the electing body, should there be any concerns about my work.

DATED as of this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_\_

**Signed and Delivered in the Presence of:**

_____ )	_____ )
(Signature of Executive Member, Representative )	(Signature of Witness)
Committee Member or Member-At-Large) )	
_____ )	_____ )
(Print Name of Signatory) )	(Print Name of Witness )
_____ )	_____ )
(Phone number & E-mail address (if any) of Signatory) )	
	_____ )
	(Phone number & E-mail address (if any of the Witness)

**SCHEDULE “C”**  
**ADMINISTRATION OF THE CODE OF ETHICS**

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The following is a process for dealing with a concern that an Executive Member, Representative, committee member or Member-At-Large (collectively “**Designated Persons**” and individually, a “**Designated Person**”) may have failed to observe the Code of Ethics. The process is intended to deal with complaints in a positive manner. Its goal is to facilitate a fair resolution, agreeable to all parties. Accordingly, the following principles apply:

- Any person bringing forward a concern will be advised of this process.
- All complaints and information surrounding complaints will be dealt with in confidence.
- Those directly involved in the complaint will be given access to all relevant information.
- All parties will be dealt with respectfully.
- Any person involved may have a support person.
- There will be a fair review of the concern to protect Designated Persons, all of whom are volunteers, from vexatious and mischievous complaints.

Description of Process:

1. All complaints, verbal and written, will be received by the Chairperson. The Chairperson may appoint another Executive Member to act as chairperson for the specific purpose of administering the Code of Ethics. If the complaint relates to the Chairperson, the complainant will be directed to the Vice-Chairperson. If the Chairperson and Vice-Chairperson are involved, any Executive Member may receive the complaint.
2. For the purpose of this process, the Executive Member acting on the complaint is named the “**Facilitator**”.
3. Upon receiving the complaint, the Facilitator will work to clarify the complaint, determine if and how the Code of Ethics has been breached, and facilitate the complaints process.
4. The Facilitator is responsible for keeping complete notes of the process. These notes should include names of all involved, details of all meetings, and the specifics of any resolutions.
5. Every attempt will be made to resolve the concern in a timely manner.
6. As a first step, the person making the complaint (the “**Complainant**”) will be encouraged to inform the person in question of his/her concern and to discuss the problem with the intent of reaching a resolution.
7. If resolution is not reached between the parties in dispute (collectively, the “**Parties**” and individually, a “**Party**”), the Facilitator will enter the discussion, with the intent of facilitating a positive resolution.
8. The Facilitator may request the participation of other Executive Members in the process.
9. If the Parties cannot agree on a resolution, the Facilitator will make a recommendation to the Parties. The Facilitator may recommend that the matter be closed.
10. Either Party may appeal the decision of the Facilitator. The appeal must be in writing to the Executive within thirty (30) days of being notified of the decision.

**Dealing with these types of circumstances is difficult. Individuals can seek help from their DPAC, BCCPAC, or the BCCPAC Advocacy Project.**