

ALBERTA DEVELOPMENT OFFICERS ASSOCIATION

POLICIES AND PROCEDURES

POLICY TITLE: Code of Conduct Policy		
NEW POLICY NO. 26-ADOA-002		
ORIGIN/AUTHORITY: Board of Directors	ADOPTED BY: Board of Directors	EFFECTIVE DATE: July 20, 2026
	REPLACES POLICY NO.	REVISION DATE:

Definitions

For the purposes of this Policy:

ADOA means the Alberta Development Officers Association.

The Alberta Development Officers' Association (ADOA) is a non-profit professional association that supports development officers and others involved in municipal planning and development across Alberta. Its main purpose is to provide education, networking, resources, and advocacy for people working in development and planning roles.

Board means the Board of Directors of the Alberta Development Officers Association.

Board Member means an individual duly elected or appointed to serve on the ADOA Board of Directors.

Conflict of Interest means a situation in which an individual's personal, financial, professional, or other interests may influence, or reasonably appear to influence, the impartial performance of their duties and responsibilities on behalf of the ADOA.

Confidential Information means any non-public information obtained through an individual's role with the ADOA, including but not limited to personnel matters, financial information, legal matters, investigations, contracts, strategic plans, Board discussions held in closed session, and other sensitive or proprietary information.

Contractor means an individual, consultant, or organization engaged by the ADOA to provide services under a contractual arrangement.

Discrimination means unequal treatment, exclusion, or adverse action based on a protected ground under applicable human rights legislation.

Harassment means any unwelcome conduct, comment, display, action, or behaviour that a reasonable person would know, or ought reasonably to know, is unwelcome, offensive, intimidating, humiliating, or demeaning.

Investigation means a formal or informal review of an alleged breach of this Policy conducted by the ADOA, its designate, or an authorized third party.

Misconduct means any action, omission, or behaviour that violates this Policy, other ADOA policies, applicable legislation, or accepted standards of professional and ethical conduct.

Representative means any individual authorized to act on behalf of, speak for, or represent the interests of the ADOA, including Board members, employees, contractors, volunteers, committee members, and delegates.

Retaliation means any adverse action, reprisal, intimidation, threat, harassment, discrimination, or other negative treatment directed toward a person for reporting a concern, participating in an investigation, or exercising rights under this Policy.

Volunteer means an individual who provides services or support to the ADOA without compensation and who acts on behalf of the Association in an authorized capacity.

Workplace means any physical, virtual, or electronic environment where ADOA business is conducted, including offices, meetings, conferences, training sessions, social events, email communications, online platforms, and social media activities associated with the ADOA.

Code of Conduct

The Alberta Development Officers Association (ADOA) is committed to maintaining a professional, respectful, ethical, and inclusive environment for its Board members, employees, contractors, volunteers, committee members, and representatives.

This Code of Conduct establishes standards of behaviour and accountability intended to protect the integrity, reputation, and operations of the Association.

All individuals acting on behalf of the ADOA shall conduct themselves in a manner that reflects professionalism, honesty, integrity, and respect.

1. Purpose

- Establish expectations for professional conduct;
- Promote ethical and respectful behaviour;

- Protect the reputation and integrity of the ADOA;
- Provide a framework for addressing misconduct and inappropriate behaviour; and
- Ensure accountability among Board members and employees.

2. Scope

- This policy shall apply to all venues, both in-person and virtual, where the person can reasonably be seen to represent the ADOA.
- Members of the ADOA Board of Directors;
- Employees and contractors of the ADOA;
- Committee members and volunteers acting on behalf of the ADOA; and
- Individuals representing the ADOA at meetings, conferences, events, or public functions.

3. General Standards of Conduct

- Conduct themselves honestly, ethically, and professionally;
- Treat others with dignity, courtesy, and respect;
- Support a workplace and organizational culture free from harassment, discrimination, bullying, intimidation, or retaliation;
- Comply with all applicable laws, regulations, bylaws, and ADOA policies;
- Act in the best interests of the ADOA;
- Maintain confidentiality regarding sensitive or privileged information; and
- Avoid actual or perceived conflicts of interest.

4. Professional Conduct Expectations

- Demonstrate professionalism during meetings, conferences, and official communications;
- Refrain from behaviour that could damage the reputation of the ADOA;
- Respect differing opinions and engage in constructive dialogue;
- Use ADOA resources and assets responsibly and only for their duties as described in their job description or as directed by the board; and
- Conduct themselves responsibly on social media and in public forums where they may reasonably be associated with the ADOA.

5. Inappropriate Conduct

5.1 Harassment and Discrimination

- Verbal abuse, threats, intimidation, or bullying;
- Harassment based on race, ethnicity, religion, gender, sexual orientation, disability, age, or other protected grounds; and
- Sexual harassment, including unwelcome comments, advances, or conduct.

5.2 Dishonest or Unethical Conduct

- Fraud, theft, or misuse of Association funds or property;
- Falsification of records or information;
- Breach of confidentiality; and
- Failure to disclose conflicts of interest.

5.3 Abuse of Position or Authority

- Using one's position for personal gain;
- Improperly influencing decisions for personal or external benefit; and
- Retaliation against individuals who raise concerns or complaints.

5.4 Disruptive or Unprofessional Behaviour

- Repeated disruptive conduct at meetings or events;
- Public comments or actions that harm the reputation of the ADOA;
- Inappropriate use of electronic communications, including social media; and
- Impairment resulting from alcohol or illegal substances while conducting ADOA business.

6. Conflict of Interest

Board members and employees shall avoid situations where personal, financial, or professional interests conflict, or appear to conflict, with the interests of the ADOA.

7. Confidentiality

Individuals subject to this policy shall maintain confidentiality regarding personnel matters, financial information, legal matters, Board discussions held in closed session, and any sensitive or proprietary information obtained through their role with the ADOA.

8. Reporting Concerns

Any person who believes this Code of Conduct has been violated may report the matter to the ADOA President, Executive Committee, or a designated third-party investigator where appropriate.

9. Investigation Process

Alleged breaches of this Policy shall be reviewed promptly, fairly, and confidentially where possible. The Board, or a committee or individual designated by the Board, shall have the authority to investigate alleged breaches, determine whether a violation has occurred, and impose appropriate disciplinary measures or sanctions in accordance with this Policy, the ADOA Bylaws, and the principles of procedural fairness.

10. Disciplinary Measures and Repercussions

The ADOA is committed to addressing misconduct in a fair, consistent, progressive, and proportionate manner. Where a breach of this Policy, the Code of Conduct, or any other applicable ADOA policy has occurred, disciplinary measures may be imposed based on the nature and severity of the conduct. While disciplinary action shall generally start with the least punitive measures, the Board reserves the right to escalate any disciplinary action without exercising earlier steps. Depending on the circumstances, disciplinary action may include one or more of the following:

- Verbal warning;
- Written warning;
- Removal from committees or leadership roles;
- Suspension of duties or privileges;
- Removal from the Board in accordance with the ADOA Bylaws;
- Termination of employment or contract; and/or
- Reporting to law enforcement or regulatory authorities where required.

The severity of disciplinary action shall depend on the seriousness of the conduct, whether the behaviour was repeated or intentional, the impact on individuals or the ADOA, and any prior disciplinary history. All disciplinary action shall be documented.

Disciplinary action shall be authorized by a majority plus one of the Board and shall be documented in the minutes.

11. Duty to Cooperate

All individuals subject to this policy are expected to cooperate fully and honestly during investigations relating to alleged misconduct.

12. Acknowledgement

Board members, employees, and applicable representatives shall acknowledge that they have read, understood, and agreed to comply with this Code of Conduct.

13. Policy Review

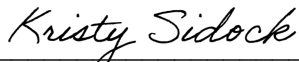
This policy shall be reviewed every two (2) years by the ADOA Board of Directors or as required.



ADOA President

July 26, 2026

Date



ADOA Vice President

July 27, 2026

Date