



AMA STAFF CODE OF CONDUCT AND ETHICS POLICY

1. Policy Statement

Staff and contractors are required to conduct themselves ethically and with integrity, honesty and diligence in performing their work or work-related duties.

2. Preamble

The staff Code of Conduct is meant to provide general guidance on the standards of conduct. It addresses many of the main areas of concern but is not designed to be comprehensive in nature.

In situations of uncertainty or confusion regarding this Code of Conduct or its application, staff are encouraged to speak with their supervisor or another appropriate individual at the AMA. When in doubt, a good rule of thumb for deciding whether you are doing the right thing is to ask the question: "If there were full public disclosure of the facts, would it embarrass me, the AMA, my fellow employees or members of my family?"

3. Compliance with the Law

Staff shall comply with all applicable provisions of laws and regulations. No staff shall commit or condone an illegal act or instruct another individual to do so. Staff must not engage in or give the appearance of being engaged in any improper conduct that is in violation of this code.

4. Conflict of Interest

Staff shall avoid any situation in which there is a real or potential for conflict of interest that could interfere or be perceived to interfere with the staff or contractor's judgment in pursuing the best interests of the AMA. Staff shall disclose to their immediate supervisor or their AMA contact representative all circumstances that constitute a real or perceived conflict of interest and remove themselves from the situation (see AMA Staff Guide - Conflict of Interest, for more information).

5. Confidential Information

Staff shall at all times maintain the confidentiality of all confidential information of the AMA and must not make use of or reveal such information or records except in the course of performance of their duties or unless the information is released by the AMA for public knowledge. This obligation extends beyond the term of the staff member's employment with the AMA (see AMA Staff Guide - Confidentiality of Information, for more information).

6. External Employment / Contracts

Staff may hold external jobs or engagements as the case may be using their own time and resources and in a manner that does not adversely impact upon their performance or responsibilities with the AMA.

7. Gifts and Entertainment

It is the AMA policy that staff shall not accept entertainment, gifts or other benefits that are intended to influence or can reasonably be perceived or inferred by others to influence the judgment of the staff member in pursuing the best interests of the AMA.

Subject to the forgoing, and as a general guideline, staff may only receive entertainment, gifts or other benefits when it is immaterial and valued at less than \$100 and only when it is lawful and ethical, occasional and infrequent, customary and consistent with accepted business norms and practices and is in support of the business of the AMA and not principally for the staff member's use or well being.

On occasion, gifts may be offered in excess of \$100. In these situations, staff are required to promptly notify and discuss the situation with the Assistant Executive Director, Corporate Affairs or in his/her absence the Director, Human Resources before taking any action. Acceptance of these gifts will be made if it is consistent with the policy statement above; other conditions may be placed upon acceptance of a gift.

If a staff member has any doubt about whether it is appropriate to accept entertainment, gifts or other benefits the staff member is required to promptly notify and discuss the situation with the Assistant Executive Director, Corporate Affairs or in his/her absence the Director, Human Resources before taking any action.

8. Use of AMA Property

Staff are entrusted with the care and proper use of AMA assets and should not make significant use of these resources for their own personal benefit or purposes (see AMA Staff Guide – Use of Computers and Telecommunications Systems, for more information).

9. Discrimination and Harassment

Staff shall treat others with respect and shall avoid behaviors that are or can reasonably be construed as discrimination or harassment (see AMA Staff Guide – Workplace Harassment, for more information).

10. Health and Safety

Staff have a responsibility to act safely and to avoid creating situations that may endanger themselves or others.

11. Use of Electronic Devices While on AMA Related Business

AMA staff shall not use electronic devices such as cell phones or BlackBerries while driving on AMA-related business.

12. Financial Integrity

Staff shall do their utmost to ensure that all transactions are authorized and executed in a timely fashion and in accordance with AMA policies and procedures. Further, staff shall use best efforts to ensure that all assets, liabilities and transactions are accurately and completely reported, supported by appropriate documentation and recorded and that no asset, liability or transaction is hidden or concealed from management and/or the external auditor.

13. Reporting Process

Staff who become aware of the behavior of another person that may damage the AMA’s standing or reputation because it may be unethical, harmful, illegal, or inconsistent with the standards of conduct expressed in this policy shall immediately notify their supervisor, a member of the senior management team, or one of the following:

- Executive Director
- Assistant Executive Director, Corporate Affairs
- Director, Human Resources

If staff believes that such disclosure would be inappropriate or fear retribution or retaliation as a result of their reporting the matter, they may report the concern in confidence to ConfidenceLine at 1.800.661-9675 or via their website at www.albertamedicalassociation.confidenceline.net. In some cases, the complainant may be required to make themselves known before an investigation can proceed. The investigation of complaints will be conducted in a timely manner, and the outcome will be made known to the complainant.

Complaints will be investigated under the direction of the Executive Director, with any complaints involving financial matters also being reported to the Chair of the Committee on Financial Audit. Complaints involving the Executive Director will be investigated under the direction of the President.

14. Breaches of the Code of Conduct and Ethics Policy

Staff found to have been involved in a wrongdoing covered under this policy may, in addition to any civil or criminal proceedings, be subject to appropriate disciplinary procedures, including dismissal.

The AMA will not permit retaliation of any kind against staff for a complaint submitted in good faith under this policy, regardless of the outcome of the investigation. However, staff who do not act in good faith or make an allegation maliciously or without having reasonable grounds may be subject to disciplinary action, including dismissal.

I ACKNOWLEDGE that I have read and understand the Code of Conduct and I agree to conduct myself in accordance with its provisions. Further, I agree to review the Code of Conduct from time to time during my employment or contractual term and, upon the receipt of revisions from time to time, to familiarize myself with those changes and be bound by them.

(date)

(signature)

(print name)

October 9, 2014