

# **POLICY: Code of Ethics**

Effective: January 1992

Revised: November 2025

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## **1.0 PURPOSE AND SCOPE**

- 1.1. Our campus community thrives on trust, respect, and integrity. This Code of Ethics reflects the values and standards we uphold when representing SAMRU, working with each other, and serving our members. It is a shared commitment to ethical conduct, transparency, and professionalism in all our interactions.
- 1.2. This Code of Ethics supplements SAMRU's Bylaws and is binding upon every SAMRU Governor, student representative, staff member and volunteer.

## **2.0 REPRESENTING SAMRU**

- 2.1. Always act in ways that reflect positively on the Association's reputation and mission.
- 2.2. Understand SAMRU's official positions and clearly distinguish between your personal views and those of SAMRU, both in-person and online.
- 2.3. Speak on behalf of the Association only when authorized, and ensure that messages are consistent with SAMRU's bylaws, policies, strategic direction, official positions, and non-partisan requirements.
- 2.4. Come prepared to meetings and work events, demonstrating courtesy, fairness, and integrity in every interaction.
- 2.5. Demonstrate accountability by consistently following through on commitments and maintaining professional standards of conduct, communication, and decision-making.

## **3.0 INTEGRITY AND AVOIDING CONFLICTS**

- 3.1. Place the interests of SAMRU and its members at the forefront of every decision.
- 3.2. Do not misrepresent your position or use it for personal gain.

- 3.3. Avoid any situation where personal relationships, outside employment, or political activities could compromise your judgment, impartiality, or responsibilities with SAMRU.
- 3.4. Disclose potential conflicts of interest or conflicts of loyalty promptly to the appropriate person, and remove yourself from related discussions or decisions.
- 3.5. Uphold fairness, equity, and transparency in all work including hiring, contracting, and financial decisions, ensuring equal opportunities while respecting privacy.
- 3.6. Access and use SAMRU resources such as facilities, equipment, inventory, and contact information only for approved purposes that directly support the Association's objectives.

## 4.0 RESPECT AND EQUITY

- 4.1. Treat all members, colleagues, and campus partners with dignity, courtesy, and fairness, regardless of differences in opinion, background, or role.
- 4.2. Recognize that power differentials, both real and perceived, exist within SAMRU and relationships must be managed with care to avoid claims of harassment and even the appearance of impropriety.
- 4.3. Promptly disclose to the Executive Director any intimate relationships you have with your supervisor, or with anyone whose role you supervise or influence.
- 4.4. Maintain confidentiality when entrusted with sensitive information, whether implied or explicitly stated, and handle it with care to protect individuals and the Association.
- 4.5. Reject and actively work against discrimination, harassment, or prejudice in any form, in line with the Alberta Human Rights Act.
- 4.6. Foster an environment where all of SAMRU's members, Governors, student representatives, staff, and volunteers feel welcome to participate and contribute.

## 5.0 COLLABORATION AND CONDUCT

- 5.1. Assume that others are acting in good faith and with competence, even when disagreements arise.

- 5.2. Seek to resolve differences through respectful dialogue, listening as well as speaking, before escalating issues for more formal resolution.
- 5.3. Follow established channels when raising concerns or suggesting changes, ensuring the process remains constructive and fair.
- 5.4. Encourage thoughtful, evidence-based feedback that contributes to improvement, and avoid unfounded criticism or harmful personal remarks.
- 5.5. Support a culture where diverse perspectives are valued and open debate is encouraged to strengthen decision-making.

## 6.0 ACCOUNTABILITY

- 6.1. Uphold the integrity and reputation of SAMRU in all activities, both inside and outside the organization.
- 6.2. Safeguard the Association's property, financial resources, confidential information and other assets from misuse, loss, or unauthorized access.
- 6.3. Understand and follow SAMRU's bylaws, policies, and procedures, applying them consistently in all official duties.
- 6.4. Acknowledge that any breach of this Code of Ethics will be addressed through established review and disciplinary processes and may result in corrective action, which could include termination or removal from your role.

## 7.0 APPROVAL AND INTERPRETATION

- 7.1. This policy is approved by the Student Governing Board.
- 7.2. This policy is interpreted by the Student Governing Board for matters related to SAMRU Governors, the Executive Director, or the Speaker of the Board.
- 7.3. This policy is interpreted by the Executive Director for all matters related to SAMRU staff, volunteers, or organizational practices.