



Member Code of Conduct

of

THE ONTARIO ONSITE WASTEWATER ASSOCIATION

This policy is issued under the authority of the
Ontario Onsite Wastewater Association Board of Directors

Version 2017-06-19

Ontario Onsite Wastewater Association
PO Box 2336, 315 Armour Rd, Peterborough, Ontario, K9H 1Y5
Telephone: 1-855-905-OOWA (6692)
www.oowa.org

TABLE OF CONTENTS

1.0	MEMBERS' OBLIGATIONS	1
2.0	CONFLICT OF INTEREST	1
3.0	INTELLECTUAL PROPERTY	2
4.0	DIVERSITY STATEMENT	2

LIST OF APPENDICES

Appendix A	Document History & Version Control
------------	------------------------------------

1.0 MEMBERS' OBLIGATIONS

1.1 Members are required to respect the statutes and bylaws of oowa and to abide by decisions that have legitimately been made by the appropriate bodies of the association. This includes adherence to the procedures and decision-making rules that are in force.

1.2 Members should refrain from activities that damage the reputation of the Association.

1.3 Members are expected to behave according to generally accepted professional standards and to refrain from fraudulent and otherwise unethical practices.

2.0 CONFLICT OF INTEREST

2.1 Conflict of interest is any situation in which an individual, who is in a position of trust within the Association, has a competing professional or personal interest. A conflict of interest can create an appearance of impropriety that can undermine confidence in the individual, the activities of the Association, and the wastewater management profession. A conflict of interest could impair an individual's ability to perform his or her duties and responsibilities objectively. The existence of a conflict of interest may not, however, in and of itself, be evidence of wrongdoing, unethical or improper acts.

2.2 Elected, appointed, and other members who are undertaking activities on behalf of OOWA must avoid any potential conflicts between their personal, professional or business interests and the interests of the Association or profession.

2.3 They must also act in the best interest of the Association regardless of any competing interests of the organisation in which they earn their income. If they are instructed by their employers or business partners on their activities in their elected or appointed capacity within the Association, this may constitute a conflict of interest.

2.4 In the event such a conflict exists or may exist, the member has the duty to inform the Board of the Association thereof and, depending on the nature of the conflict of interest, (a) to abstain from certain actions, (b) to return the given task or (c) to give up his or her office. The Board of the Association may request a member to undertake any of the above or other actions deemed necessary. If the member does not undertake the necessary steps to mitigate a conflict of interest, the Board of the Association can suspend or remove the member, in accordance with article 9.06 of the Bylaws.

3.0 INTELLECTUAL PROPERTY

3.1 Members must respect the intellectual property rights of OOWA and the confidentiality of internal data. This means, amongst other things, that they cannot

- a) use the logo of OOWA without proper authorisation;
- b) imply representing OOWA by using its name without proper authorisation;
- c) use the knowledge base of OOWA, including the member database, for activities unrelated to the Association,
- d) use training/educational material provided at/by OOWA sponsored training events without the express permission of the organization that provided the training material(s), or if a joint public approach has been reached.

3.2 Members cannot use OOWA meetings and events for commercial self-promotion unless previously mutually agreed between the member and the Association. Non-members are expected to adhere to the practices of OOWA and to restrict themselves commercially to activities that have been contractually agreed upon.

4.0 DIVERSITY STATEMENT

4.1 Members must act in the spirit of the diversity statement of OOWA, which reads as follows:

- As an association of professionals (i.e. the members of the Association), OOWA affirms its commitment to diversity - an asset that enriches individuals, organisations, and society.
- We recognise that diversity has multiple dimensions of identity and expression, including cultural background, regional approach, race, colour, national origin, ethnicity, gender, religion, sexual orientation, age, political opinion and disability.
- We encourage each member's contribution to a collaborative organisation that welcomes diversity of opinion and positions in its pursuit of shared goals.
- We seek in principle and in practice to make OOWA more diverse, to encourage increased participation by all members of our association, and to explore new opportunities to use our diversity as a resource for strengthening our Association and advancing its mission. We pledge to hold ourselves accountable for the pursuit of these goals.

GLOSSARY OF TERMS

Definition/Acronym	Description
Membership Committee	An operating committee of the OOWA Board of Directors charged with oversight of association membership. Committee members are drawn from members of the association's membership including one Director, with a Chairperson selected from among the committee members.
Leadership	President, Vice President, Treasurer, and Secretary.
Lines of Authority	Pre-determined spending limits for the purpose of purchasing through payables, which are defined by the role of a staff person.
Memorandum of Understanding (MOU)	Describes a renewable multilateral agreement between OOWA and other entities. It expresses a convergence of will between the parties, indicating an intended common line of action
Obsolete	An item that is no longer produced or used; out of date; is no longer economical to use or does not meet the safety requirements of OOWA.
OOWA Board of Directors	A body of elected or appointed members who jointly oversee the activities of OOWA.
Ontario Onsite Wastewater Association (OOWA)	Also operating under the name of Ontario On-site Wastewater Association.
Coordinators	Coordinators of OOWA: Operations Coordinator, Programs and Outreach Coordinator
Procurement	The acquisition of goods, services or works from an outside external source.
Professional Development	Includes conferences, seminars, workshops, and training and the expenses related to attendance at the event.
Reasonable	An expense where the lowest or most sensible option is chosen.
Records	Information however recorded or stored, whether in printed form, on film, by electronic means or otherwise, and includes documents, financial statements, minutes, accounts, correspondence memoranda, plans, maps, drawings, photographs and films. This includes, but is not limited to: e-mail and records stored on laptops or other personal electronic devices, CDs, DVDs, and USB keys. Records created or in the custody of consultants, contractors or volunteers performing work for the organization may be under the control of the organization and subject to the Freedom of Information and Protection of Privacy Act.
Reimbursement	OOWA employees and Board of Directors may be compensated for out-of-pocket expenses when the person incurs those expenses through employment.
Remuneration	Money paid for work or a service.

Appendix A

Document History & Version Control

DOCUMENT HISTORY & VERSION CONTROL

Date	Document Name, Version	Description	Authors	Approved By, Date
Unknown	2016 OOWA Code of Conduct	Unknown	Membership Committee, Governance Committee	Board of Directors 2016-09-28
2016-06-19	Member Code of Conduct_V.2017-06-19	Add version control table; change document name.	Membership Committee, Governance Committee	Approval not required.