



Appendix 1 – Sport Fish Advisory Board Code of Conduct

Preamble

This Code of Conduct applies to all SFAB volunteer or staff participants, and Member Organizations, when engaged in the SFAB process, representing, or conducting business on behalf of the SFAB.

By accepting the Code of Conduct, SFAB members commit to uphold the principles and values that are found in this document. The Code of Conduct is a living document, and as such, the Code may be re-visited and amended as needed.

All SFAB participants who represent the SFAB must abide by the Code of Conduct. By embracing the Code of Conduct members agree to comply with the Code of Conduct. SFAB members commit to discharging their responsibilities within the SFAB process honourably, considering the importance it brings in service to the public of Canada and the recreational fishery.

The Code

The right to participate in an advisory process is accompanied by responsibilities. Those who participate in consultation processes should do so in good faith and with the public interest in mind. Participants have a responsibility to engage in effective, balanced, and civil communication. Disruptive, disrespectful, harmful, and unwelcome comments are not acceptable, and members who continue such behaviours after being asked to refrain will be removed from the SFAB process either temporarily or permanently.

As representatives of diverse interests in the recreational fishery they have a responsibility to ensure that they are accountable, that government gets the information it needs to make informed and balanced decisions, and that all three levels of the SFAB process operate efficiently.

Core Values

All SFAB members who participate in or represent the SFAB are committed to the following pillars and guiding principles that through this Code of Conduct represent the values found below:

1) *Respect*

Members, through their actions, will demonstrate respect. This means treating people in a manner that demonstrates courtesy, objectivity, confidentiality, sincerity, tolerance, trustworthiness, equity, and empathy.

5) *Integrity – members shall:*

- Act in a competent, knowledgeable, honest, and transparent manner.
- Be impartial and unbiased in their conduct towards other Members.
- Recognize their unique position and maintain the confidentiality entrusted to them above their own self-interest.



5) Accountability

A Member is accountable for providing professional representation of the SFAB. Members will be held responsible for their decisions, actions, and inactions. Members will make decisions to the best of their ability, based on all available information, and ensuring that the decision is not arbitrary, discriminatory or made in bad faith. Members must be respectful to fellow members, other Member Organization participants, DFO and Provincial staff, and the Public in the discharge of their duties.

4) Leadership

As Leaders of our community, we hold ourselves to the highest standards as described herein. As leaders, we see what needs to be done and we do it. We believe that Leaders are guided by the greater good and that they inspire others by doing the right thing, even in the face of adversity. As Leaders within our community, SFAB members must adhere to fisheries regulations supporting and promoting responsible, sustainable fishing activity.

5) Work Ethic

The Members shall fulfill all the duties required of the SFAB and shall commit to following through on assigned action items to the best of their ability.

Living the Code

All SFAB members, are expected to comply with this Code, and are required to read and acknowledge the Code. Furthermore, members are responsible for communicating the facts of any situation that are in conflict with the Code. Reporting of conflict with the Code shall be made to the SFAB Conference Board Chair and DFO Co-Chair.

SFAB members should do their utmost to conduct themselves with the following personal actions in mind:

- a) Ensure accountability to local, regional or province-wide constituencies through actions such as:
 - when making decisions or developing advice or a motion, consideration must be given to potential impacts to other anglers, areas and recreational fisheries.
 - decisions, advice or proposals that, if advanced, would diminish, restrict or threaten opportunity or access for other areas or recreational fisheries should not be supported.
 - make every effort to attend all important meetings, or if required sending the appointed alternate.
 - establish clear lines of accountability with those they represent.
 - communicate pertinent information to their constituencies regularly.
 - act quickly to raise and resolve any concerns regarding the accountability of the process or any of the representatives to protect the integrity and trust of the group.
- b) Maximize the exchange of information and minimize misunderstanding through actions such as:
 - speak clearly, listen carefully and ask for clarification if a point is not understood.
 - share information related to the issues at hand, stay on point.



- state concerns about other participants' interests or the process openly and directly.
 - clearly explain what is important to them and why.
 - state their perspective as concisely and briefly as possible.
- c) Ensure that others have the opportunity to speak, that all perspectives are taken into account and that a respectful atmosphere is maintained through actions such as:
- respect each other's values and interests.
 - avoid accusatory language, rude behavior and stereotyping.
 - listen to what others have to say without interrupting.
 - begin meetings on time.
 - seek a better understand other perspectives with an open mind.
- d) When negotiating or voting on motions in the advisory process, facilitate agreements across the full spectrum of interests through actions such as:
- negotiate and vote in good faith, build as much agreement as possible.
 - avoid participation in activities that may undermine the negotiation or fair voting on motions.
 - practice fair-minded voting, avoid stacking meetings by attending and voting in multiple local SFAC committees to achieve voting advantage, or to advance a position or agenda.
 - focus on underlying interests or objectives rather than positions and seek to understand the interests of others.
 - recognize the legitimacy of other interests.
 - treat issues as problems to be solved not as personal or sectoral conflicts.
 - allow others the freedom to test ideas without prejudice to future discussion; and
 - seek creative solutions that accommodate all interests.
- e) Engage in appropriate external communication through actions such as:
- ensure descriptions of the process are accurate before you communicate them to the general public or the media.
 - ensure that all external communication including social media is respectful of others, and accurate.
 - confidential or time-sensitive matters where participants are requested not to circulate must be respected.

Members who choose to breach or not comply with the values within the Code of Conduct should, depending on the severity of the infraction, be given an opportunity to modify their behavior.

The SFAB Conference Board Chair and DFO Recreational Fishery Co-Chair shall undertake the following process when made aware of an alleged Code of Conduct violation.

Disciplinary Process

- 1) Upon receipt of a serious complaint involving a breach or a report of non-compliance with the Code of Conduct, the SFAB Conference Board Chair and DFO Co-Chair (herein



referred to as Co-Chairs) will initiate a fact-finding investigation. The Co-Chairs, within one month of receipt of the alleged violation, will file a report, including recommendations if required, to the SFAB Executive Committee. The following are considerations although non exhaustive in the determination of recommendations:

- Intentional vs. unintentional
 - Severity
 - Re-offender
 - Mitigating factors
- 2) The Co-Chairs will determine the corrective action required, if any (Coaching, Mentoring, Training, other).
 - 3) If the problem persists, or there is a serious infraction, the Co-Chairs will request a voluntary withdrawal of the Member.
 - 4) If the Member chooses not to voluntarily withdraw, the Co-Chairs, if considering a suspension of the Member, will immediately file a Membership Review report with recommendations to the SFAB Executive Committee for review.
 - 5) The SFAB Executive on receipt of the Co-Chairs Membership Review report and recommendations will either approve or reject the suspension of the Member.
 - 6) The DFO Chair and the Conference Board Chair will immediately inform the Member, of the membership review decision.
 - 7) If required, DFO may acquire contracted mediation services to resolve a particular issue or dispute.

Code of Conduct Oath

I have read and understand the Code of Conduct and I promise to adhere to the principles and behaviours set out in this Code to the best of my ability for the duration of my role as a Member of the SFAB. I am aware that not adhering to this Code may result in revocation of my role or my position as a SFAB Member on a temporary or permanent basis.

Date: _____ Signed: _____

Witnesses: _____