CODE OF CONDUCT FOR HEU MEMBERS

Mandate and scope

This Code sets out what HEU members, and especially our elected leaders and members representing the union, owe one another in our work for the union. It exists to make our shared expectations clear, so that every member understands what solidarity, respect and good governance looks like in practice.

This Code of Conduct applies equally to all members of HEU, regardless of role. The Provincial Executive is expected to uphold this Code, but is governed for conduct purposes by its own Provincial Executive Code of Conduct.

This Code of Conduct sets out standards of behaviour for participants at HEU organized or sponsored engagements including convention, conferences, schools, local and executive meetings, local and provincial committees, and local and provincial engagements. This includes online and digital communications connected to these engagements and to union business generally. It is also inclusive of day-to-day interactions between members, staff, and elected officers, and is consistent with the expectations outlined in the HEU Equity Statement and HEU Human Rights Policy.

It does not apply to issues or incidents of concern arising in the workplace, as those are addressed through the applicable collective agreement provision.

This policy is not intended to stifle debate or limit members from speaking up, participating in democratic debate, expressing disagreement, and questioning or criticizing union decisions.

Personal conduct

All members commit to one another to:

- Act cooperatively with honesty, integrity and diligence and abide by the intent of the *HEU Policy Designed to Protect Human Rights, Prevent Bullying and Encourage Mutual Respect ("Human Rights Policy")*.
- Promote the interests of our union and its members.
- Not act in a way that conflicts with the objectives of the union as set out in the HEU *Constitution and By-laws*.
- Not undermine or contradict the legitimate work of others in HEU.

- Be guided by truth, fairness, sincerity, honesty, openness and impartiality.
- Consult with others and use sound judgment to make good decisions on behalf of the entire membership.
- Refrain from making unauthorized representations to outside groups in the name of HEU or its locals, which is an undemocratic practice which harms the union.
- Respect decisions made democratically by members of HEU. This does not apply to a decision that violates the constitution or union policy both of which take precedence over local decisions. Policy is set democratically by members of the HEU at the union's biennial convention and must be respected. Stewards, local officers or Provincial Executive members should seek advice if they are uncertain about union policy.
- If someone wants to formally challenge a position, including a decision that they believe was made improperly, that challenge goes through the appropriate mechanisms set out in policy and in the constitution, or in accordance with the rules of order at a meeting,

Duties of office

All elected and selected leaders at every level of the union, are held to a high standard of conduct. Exemplary behaviour is expected, and leaders represent the union at all times while holding office. They must carry out their duties in accordance with the oath of office and in compliance with the provisions of the HEU *Constitution and By-laws*.

Local representatives are elected to serve the membership and should not act in a way that is perceived to promote their self-interest.

Confidentiality

Union leaders have access to highly confidential information which should not be improperly used or divulged unless authorized or compelled by law. Confidentiality must be respected.

The reputation of stewards, local officers and Provincial Executive members will depend largely on their interaction with members and their ability to maintain members' confidentiality. Gossip, the disclosure of confidential information and other harmful interactions undermine the reputation of the union.

The principle of confidentiality continues even after a term of office or appointment has ended.

Conflict of interest

Union leaders must not use their position, or the information gained through it, for personal gain, or to benefit a family member or business associate.

Where a leader has a personal, financial, or other interest that could conflict with their duties to the union, they must disclose it and where it is deemed necessary, step back from any related decision making.

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Union funds, property, and resources are to be used only for legitimate union purposes.

Incidents or issues of concern

Where a member believes that this Code has been breached, parties are encouraged to speak directly with each other in an effort to better understand, and if possible, resolve incidents or issues of concern.

Where there has been no resolve, a concern may be addressed through *HEU's Policy Designed to Protect Human Rights, Prevent Bullying and Encourage Mutual Respect*.

Serious infractions may be addressed through the Article 19 trial procedure under the union's *Constitution and By-Laws*.

Amended PE September 17, 2026