

CODE OF ETHICS & PROFESSIONAL CONDUCT

For Directors – Effective as of October 2022

INTERPRETATION

These provisions shall be read with all changes of number or gender required of the context.

DEFINITIONS

- “Act” means the *Cosmetology Act, 2012, c. 39*.
- “Association” means the Cosmetology Association of Nova Scotia.
- “Board” means the Board of Directors of the Association.
- “By-Laws” means the By-laws enacted by the Association as authorized by the *Act*.
- “Code” means this Code of Ethics & Professional Conduct.
- “Cosmetology” means the provision of services as defined in the *Act*.
- “Discipline Committee” means the committee charged with the responsibility of the enforcement of this Code in accordance with discipline procedures.
- “Director” means an individual elected to the Board of Directors by the Membership.
- “Executive Director” means the person hired to oversee and manage the day-to-day operations of the Association.
- “Member” means any individual licensed in accordance with the *Act* and the By-laws.

PURPOSE

The purpose of this Code is to identify those professional obligations that serve to protect the public in general, and customers (clients) in particular. The Code is also designed to clearly identify the expectations of Members with respect to other Members and the profession of Cosmetology.

- *Legal*: A Member shall abide by the *Act* and By-laws, and all other applicable legislation.
- *Representation*: A Member shall not make any representation on behalf of the Association unless so authorized by the Board.
- *Enforcement*: A Member shall be subject to discipline where that Member has behaved in a manner unbecoming to the profession or has violated any provision of this Code.

BOARD OF DIRECTORS

The Code of Ethics & Professional Conduct and, indeed, all other Board activities, roles and responsibilities are driven by the overriding objective and purpose of the Board *to act as the accountable trustee of the Association on behalf of the Members*.

Responsibility to Fellow Board Members:

1. The Board is ultimately responsible for its own performance and that of the individual Directors in fulfilling its governance role.
2. Policies set by the Board and the ultimate behaviour of Directors will avoid regionalism, nepotism and abuse toward other Directors, Members at large, and administrative staff.
3. Directors will act in a courteous, attentive, and non-disruptive manner at all meetings and will conduct all their affairs with a view to arriving at sound and appropriate conclusions.
4. Neither the Board nor any Director will act or conduct business in a discriminatory manner.
5. The views, ideas and concerns of Directors will be given fair and equal hearing; positive, constructive debate is encouraged.
6. Meetings of the Board will be conducted in accordance with *Robert's Rules of Order* and all Directors shall observe the orders of the presiding Officer or Chairperson.
7. Confidentiality of meetings and deliberations of the Board is paramount, and debate, discussions, and disagreements will not be divulged by any Director under any circumstance. When required to discuss topics that have come before the Board in any other forum, no Director may state the position of that Director on such topic or otherwise divulge proceedings at Board meetings.
8. No Director will speak formally on behalf of the Board unless authorized to do so by the Board.

Role Responsibility:

1. The Board is responsible for its own meeting agendas.
2. All Directors will be fully prepared for and will participate in meetings. A Director will inform the Chair or the Executive Director if he or she is unable to attend.
3. Directors will fulfill their tasks and duties in a prudent, professional, and timely manner.
4. A Director will only offer to serve as an Officer if the Director believes that she is capable and possesses the proficiency to fulfill the required duties.
5. A Director will not try to impose values, perspectives, or views on any other Director either in or outside Board meetings, except in the context of debate or discussion at a meeting.

Responsibility to the Profession:

1. The Board and its individual Directors will govern and act in the best interests of the Association and its Members.
2. The Board will promote and foster adherence to this Code.
3. No Director will act on behalf of the Association within a conflict of interest that is or could be seen as really or potentially detrimental to the Association.
4. The Board Chair is accountable for a Board Member's actions.
5. No Director will give direction to committees, unless directed by the Board Chair.

Responsibility to Administrative Staff:

1. No Director has the authority to act (except on direction of the Board) on behalf of the Board and therefore will not interfere with Association office activities.
2. No Director will give direction to the Executive Director or administrative staff, unless specifically directed by the Board.
3. A Director will not serve on administrative staff committees unless directed by the Board or invited by the Executive Director to do so and will not become involved in resolving administrative staff issues.
4. No individual Director will make judgment on administrative staff performance, as this is the responsibility of the Executive Director.
5. The Board will annually review the performance of the Executive Director and direct the Chair, or an alternate, to conduct the performance review with the Executive Director.

DISCIPLINE PROCEDURES

1. Any Member, Board Director, or the Executive Director upon the request of any other person may submit a complaint regarding a violation of this Code, the *Act* or its By-Laws.
2. Such complaint shall be in writing and signed by the complainant and shall be submitted to the Executive Director.
3. All complaints shall be dealt with in the strictest of confidence.
4. The Executive Director shall attempt to resolve the matter to the mutual satisfaction of both parties within 30 days of receipt of the complaint.
5. After 30 days, all unresolved complaints shall be forwarded to the Discipline Committee (or Review Committee as the case may be) for review.