
6 Engineers Canada Board committees and task forces

6.9 Canadian Engineering Accreditation Board (CEAB)

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6.9.1 Terms of reference

The CEAB enhances the Board's effectiveness and efficiency on matters related to the accreditation of academic engineering programs.

A. Purpose/products

- (1) The CEAB produces information needed for the Board to make decisions on matters relating to engineering education both in Canada and in other countries. The CEAB performs assessments of academic engineering programs to determine if they meet accreditation criteria approved by the Board. It grants accreditation to those programs that meet the criteria.
- (2) In support of these purposes/products, the CEAB will:
 - a) Review on a regular basis the criteria, policies, and procedures for evaluating engineering programs for accreditation or substantial equivalency purposes;
 - b) Undertake an evaluation of engineering programs for accreditation upon request of academic institutions and based upon the Engineers Canada Board-approved criteria;
 - c) Determine the equivalency of accreditation systems in other countries based upon the Engineers Canada Board-approved criteria;
 - d) Conclude negotiated international mutual recognition agreements at the education level based upon direction from the Engineers Canada Board;
 - e) Provide regular reports to the Engineers Canada Board regarding the status of international mutual recognition agreements pertaining to engineering education;
 - f) Maintain effective liaison with engineering accrediting bodies in other countries, with other professions' accrediting bodies, and with other relevant organizations;
 - g) Provide information and, when appropriate, options and implications, to the Engineers Canada Board on international matters relating to engineering accreditation and engineering education,

including implementation and maintenance of international accreditation agreements;

- h) Provide advice to Canadian higher education institutions regarding accreditation;
- i) Accept feedback from relevant Canadian organizations regarding the Canadian engineering accreditation system;
- j) Assure that administrators of assessed engineering programs are aware of the limitations of the assessment and their resulting responsibilities, including, but not limited to:
 - i. The higher education institution offering the engineering program shall adhere to all accreditation criteria and regulations, shall fully disclose with relevant documentation all aspects of the program, and shall advise the CEAB immediately of any significant changes to its accredited program(s); and,
 - ii. There is no legal right to accreditation. The CEAB assumes no responsibility and shall not be liable to students, graduates, or any other party who may be affected by the denial, termination, or revocation of accreditation.
- k) Assure that administrators of those programs that are assessed as being insufficient to be accredited are aware of the reasons and the process to initiate a reassessment or an appeal.

B. Authority

- (1) The CEAB's authority enables it to assist the Engineers Canada Board in its work. In addition to the authority granted through Policy 6.1, *Board Committees and Task Forces*, the CEAB also:
 - a) Accredits programs in Canada or recognizes equivalencies of engineering programs in other countries in accordance with the Engineers Canada Board's approved Accreditation Criteria and Procedures;
 - b) May establish Committees and Task Forces to assist in carrying out its work;
 - c) May deal directly with organizations and individuals; and
 - d) The CEAB representative at Washington Accord meetings is authorized to vote on behalf of Engineers Canada.
- (2) The CEAB has no authority to:
 - a) Change Engineers Canada Board policies;
 - b) Approve changes to Accreditation Criteria and Procedures, except for those which are of an administrative (housekeeping) nature;
 - c) Enter into financial agreements;
 - d) Spend or commit organization funds, unless such funds are specifically allocated by the Engineers Canada Board;

- e) Make representations that any graduate of an accredited program will be eligible for licensure;
- f) Conduct a program accreditation prior to receipt of a request from a higher education institution;
- g) Conduct substantial equivalency visits of engineering programs in other countries if the cost of such visits is not borne by the higher education institution without specific permission of the Board; or,
- h) Make representation that it will identify every aspect of an assessed engineering program that does not meet its accreditation criteria and regulations.

C. Composition

- (1) The CEAB is composed of the Chair, the Vice-Chair, the Past Chair and shall include one member from each of the following regions:
 - British Columbia
 - Alberta
 - Saskatchewan or Manitoba
 - Ontario
 - Quebec
 - Newfoundland, Prince Edward Island, Nova Scotia, or New Brunswick
- (2) The CEAB should also include one member from Yukon, the Northwest Territories, or Nunavut.
- (3) The CEAB also includes members-at-large. The total number of members is based on the anticipated future workload.
- (4) Two Directors of the Engineers Canada Board shall be appointed to the CEAB by the Board.
- (5) All members of the CEAB must be licensed engineers in Canada.
- (6) Quorum shall be set at 50% of the members +1.
- (7) The Chair, the Vice-Chair, and the Past Chair constitute the Executive Committee of the CEAB.
- (8) The membership of the CEAB shall ideally be composed of:
 - a) 2/3 of its members either currently or formerly employed as a faculty member at a higher education institution; and,
 - b) 1/3 of its members either currently or formerly engaged in the practice of professional engineering as described below.
- (9) For the portion of the membership that is from outside of the field of academia, consideration should be given to candidates having one or more of the following attributes:

- a) Experience as an employee of a government agency, crown corporation, or regulatory authority, in the review and/or approval of professional engineering work prepared by others;
 - b) Experience in the technical review of professional engineering work prepared by others; or,
 - c) Experience in the supervision, mentorship, or development of engineers-in-training or recently licensed engineers.
- (10) In the selection of members for the CEAB, reasonable effort shall be made to achieve a diverse membership, representative of the Canadian population and in alignment with Engineers Canada's commitment to the federal government's 50-30 Challenge:
- a) 50 per cent women and/or non-binary people; and,
 - b) 30 per cent representation of other equity-deserving groups, including those who identify as Racialized, Black, and/or People of colour, People with disabilities (including invisible and episodic disabilities), 2SLGBTQ+, and Indigenous Peoples (First Nations, Métis and Inuit).

Given the interconnected nature of identity categories such as gender, race, and ability, it is understood that these categories may be overlapping. Regulators are encouraged to follow the latest bias-free recruitment techniques and actively recruit equity-deserving groups.

- (11) The CEAB secretariat, appointed by the CEO, supports the CEAB and its members are non-voting participants in meetings of the CEAB and its subcommittees.

D. Term limits

- (1) The term of appointment to the CEAB shall be for a period of three (3) years. Members may, subject to the approval of the Engineers Canada Board, be twice reappointed for an additional three-year term, for a total of up to nine (9) years of total service.
- (2) The foregoing term limits shall not apply to a member who is elected or confirmed, as applicable, to hold office as Vice-Chair, Chair or Past Chair prior to the expiration of their second term, in which case they may continue until they have finished serving as Past Chair.
- (3) The term of office for the positions of Chair, Vice-Chair, and Past Chair of the CEAB shall be for one (1) year.

E. Planning

- (1) The CEAB is responsible for the preparation of a work plan and a volunteer recruitment and succession plan and will operate within those plans.
 - a) The CEAB shall produce and maintain a work plan that includes a list of the ongoing work and identifies the volunteer resources needed to accomplish the work.

- b) The CEAB shall maintain a list of its members, including appointment dates and positions. This information shall be used as the basis for development of a volunteer recruitment and succession plan that identifies the desired profiles for new appointments.
- (2) The plans must be submitted annually to the Engineers Canada Board for approval.

F. Observers at Meetings

- (1) The CEAB shall invite the following representatives to its meetings, as observers, each of whom shall be granted the right to be recognized as a speaker in the CEAB's open sessions:
- a) The president of the Canadian Federation of Engineering Students (CFES), or the CFES president's designate; and,
 - b) The chair of Engineering Deans Canada (EDC), or the EDC chair's designate.
- (2) The CEAB may invite other observers to its meetings, including a member of the CEQB. Such observers do not have voting rights and shall only be granted speaking rights at the discretion of the meeting chair.

6.9.2 Role of the Chair of the CEAB

The Chair of the CEAB is crucial to the success of Engineers Canada. The Chair is directly accountable to the Engineers Canada Board for the achievements of the CEAB.

A. Responsibilities

- (1) The Chair works closely with the secretariat and other Engineers Canada staff, and provides leadership to the CEAB in the delivery of valuable services, products, and tools for the Regulators. In addition to the responsibilities required of all Chairs in Policy 6.1, *Board Committees and Task Forces*, the CEAB Chair is also responsible for:
- a) Chairing their Executive Committee and participating on the Nominating Subcommittee;
 - b) Reviewing the volunteer recruitment and succession plans, as developed by the secretariat;
 - c) Reviewing the budget (as developed by the secretariat) and working with the Engineers Canada CEO to deliver on their work plan within the Board-approved Budget and resource constraints;
 - d) Working with the Engineers Canada CEO and the secretariat to develop interim performance assessment reports and the annual performance report for the Engineers Canada Board and the Regulators;
 - e) Attending meetings of the Engineers Canada Board;
 - f) Contributing to the development, implementation, and achievement of Engineers Canada's Strategic Plan;

- g) Being knowledgeable of and working to support the delivery of the work of the CEAB; and,
- h) Ensuring that members behave consistently with their own rules and those imposed upon them from the Engineers Canada Board including endeavoring to establish consensus on issues and objectives while maintaining a national perspective.

B. Competencies

To deliver on these responsibilities, the Chair should demonstrate the skills, knowledge, and abilities defined for all committee Chairs in Policy 6.1, *Board Committees and Task Forces*. In addition, the CEAB Chair must have a demonstrated in-depth knowledge of accreditation, and an understanding of the application of the CEAB's criteria and processes.

6.9.3 Process to appoint members to the CEAB

A. General requirements

- (1) The Nominating Subcommittee shall ensure that Regulators have sufficient time to process potential candidate requests within their own jurisdictional policies and procedures.
- (2) The Nominating Subcommittee shall not consider, nor recommend to the Engineers Canada Board, any candidates who do not receive the support of their Regulator(s).
- (3) The procedures outlined below shall be followed in the order they are written.
- (4) All appointments to the CEAB shall be subject to the approval of the Engineers Canada Board.

B. Nominating Subcommittee

- (1) The Nominating Subcommittee of the CEAB shall consist of the Chair, Past Chair, and the two Director appointees. The senior Director appointee shall serve as chair of the Nominating Subcommittee.
- (2) The Director appointees shall have voting privileges on the Nominating Subcommittee. All candidates must receive majority support of Nominating Subcommittee. Any tied vote of the Nominating Subcommittee is a failed motion.
- (3) All information considered by the Nominating Subcommittee shall be kept confidential.

C. New appointments and vacancies

- (1) The Nominating Subcommittee must always select from amongst the candidates approved by the Regulators, the candidate who, in the Nominating Subcommittee's opinion, would best fit the desired profile.

- (2) The Nominating Subcommittee shall contact the candidate to confirm their willingness to serve if they are appointed by the Engineers Canada Board.
- (3) The Nominating Subcommittee shall recommend the selected candidate to the Engineers Canada Board.
- (4) The Nominating Subcommittee shall contact all unsuccessful candidates to thank them for their expression of interest, explain the selection process, and indicate that their expression of interest shall be retained for consideration in case of any future vacancies.
- (5) In addition to these requirements, the Nominating Subcommittee shall complete the following steps for all types of nominations:

a) Members from the regions

- i. Each Regulator in the region shall be provided with the desired profile of the candidate(s) being sought.
- ii. Each Regulator within the region shall be asked to provide the names of up to three (3) candidates who they would support for the position. The Regulators shall be asked to indicate their preference, or the rank of all candidates, if desired. All information will be considered in confidence by the Nominating Subcommittee.

b) Members at large

- i. All of the Regulators shall be provided with the desired profile of the candidate(s) being sought.
- ii. Each Regulator shall be invited to submit the names of candidates it would support for the position. The Regulators may submit as many names as they like. The Regulators shall be asked to indicate their preference, or the rank of all candidates, if desired. All information will be considered in confidence by the Nominating Subcommittee.
- iii. The Nominating Subcommittee shall also prepare and publish a call for expressions of interest which shall be posted on Engineers Canada's website and in its newsletter, and distributed to other relevant interest holders, as identified by the Nominating Subcommittee. The call for expressions of interest shall include the desired profile of the candidates being sought.
- iv. The names of all qualified candidates submitted to the Nominating Subcommittee by groups or individuals other than the Regulators shall be forwarded to all Regulators where the candidate is licensed and those Regulators shall be asked to identify which of those candidates they would support for the position.

D. Vacancies

- (1) In the event of a vacancy occurring on the CEAB mid-year and/or prior to the completion of a term of office, the Nominating Subcommittee shall select from amongst the list of candidates provided by the Regulators and from those candidates who have received confirmation of support from their Regulators, which were compiled during the previous most recent nomination cycles for the position in question.
- (2) Where no list of previous candidates who have received the support of their Regulator exists for the vacated position, the Nominating Subcommittee shall follow the procedure for new appointments.
- (3) In the event of a vacancy, the candidate selected to fill the vacancy shall be appointed for an initial term, which shall end on June 30 three (3) or more years after the appointment.

E. Reappointments

- (1) When considering whether to recommend the reappointment of a current member for an additional term, the Nominating Subcommittee shall base its decision on the needs identified in the volunteer recruitment and succession plan, including the desired profile and the past performance of the member.
- (2) The secretariat shall contact all members who are eligible for re-appointment to ask if they are willing to serve for another term, if selected. This message shall explain the process for re-appointment and clearly state that members may or may not be renewed based on many considerations as outlined in the process.
- (3) The secretariat shall forward to the Nominating Subcommittee the names of all members who are interested in standing for re-appointment.
- (4) The Nominating Subcommittee shall consider the performance of each member interested in re-appointment against the profile established in the volunteer recruitment and succession plan and decide if the re-appointment is justified.
- (5) The Nominating Subcommittee shall distribute to all Regulators, annually, a list of the members licensed in their jurisdiction, and their current term. For those members whose terms are expiring and who are eligible for re-appointment, the Nominating Subcommittee shall also indicate if they are willing to serve and if the Nominating Subcommittee recommends re-appointment based on past performance.
- (6) For members-at-large, all Regulators where the individual is licensed shall be asked to confirm their good standing. For members from the region(s), the Regulator(s) shall be asked to indicate whether it would support the re-appointment of the individual to the position. The Regulator does not need to provide any reasons for its decision.

- (7) If Regulator support is not forthcoming, the member shall be informed that their term shall end without renewal and they shall be thanked for their service.
- (8) If the Regulator supports the re-appointment of a member from its region, the Nominating Subcommittee shall then recommend the candidate to the Engineers Canada Board.

6.9.4 Process to appoint members to the CEAB Executive Committee

- (1) The Engineers Canada Board shall approve all appointments to the CEAB Executive Committee.
- (2) Following completion of their terms, the Vice-Chair becomes the Chair and the Chair becomes Past Chair, subject to the approval of the Engineers Canada Board.

A. Nominating

- (1) The Nominating Subcommittee shall be responsible for conducting the nominations and elections process for the position of Vice-Chair.
- (2) The Nominating Subcommittee shall, wherever possible, seek more than one candidate for the position of Vice-Chair.
- (3) The chair of the Nominating Subcommittee shall issue an invitation to all members of the CEAB to declare their willingness to be considered for election to position of Vice-Chair, not less than two (2) months prior to the date of elections.
- (4) Members willing to stand for election shall confirm their willingness and provide their Regulator's support in writing to the Nominating Subcommittee, not less than one (1) month prior to the date of election.
- (5) Where no declarations of willingness are received, the Nominating Subcommittee shall determine how to fill the position(s).
- (6) The names of all candidates for the position of Vice-Chair shall be distributed to the members of the CEAB at least two (2) weeks prior to the date of election.

B. Elections

- (1) Elections to the position of Vice-Chair shall be determined by secret ballot voting by the members of the CEAB. Voting may take place using in-person or electronic ballots.
- (2) Each member present at the meeting may cast one vote. Proxy votes are not permitted.
- (3) Any spoiled ballots will be discarded, and any ballots cast after the election has closed will not be counted.

- (4) The secretary of the CEAB and the CEQB observer at the meeting (or another neutral party agreed to by the Nominating Subcommittee) shall act as the scrutineers for the election.
- (5) In the event only one candidate is nominated for the position of Vice-Chair, the Past Chair will cast a second ballot. The members shall vote and confirm their support for the candidate by indicating “yea” or “nay”.
 - a) If the majority of the votes cast indicate “yea”, that candidate shall be declared elected.
 - b) In the event of a tie, the scrutineers shall open the Past Chair’s second ballot and use the vote therein.
 - c) If the majority of votes indicate “nay”, the Nominating Subcommittee shall seek new candidates and a new vote shall be conducted. The unsuccessful candidate shall not be eligible to stand for election for this re-vote.
 - d) If no other candidate is willing to let their name stand, the matter shall be referred to the Engineers Canada Board who shall have the authority to appoint someone, or to take whatever other action that they see fit to resolve the matter.
- (6) In the event two candidates are nominated for Vice-Chair, the Past Chair will cast a second vote for one candidate.
 - a) If one candidate receives a majority of the votes, that candidate shall be declared elected.
 - b) In the event of a tie in the number of votes received, the scrutineers shall open the Past Chair’s second vote and use the vote therein.
- (7) In the event of three or more candidates for Vice-Chair, members will submit a ranked ballot (also known as a preferential ballot), ranking every candidate listed on the ballot in the matter instructed by the scrutineers. Ballots will be considered spoiled and discarded if they do not rank every candidate, do not rank candidates in sequential order, or duplicate rankings. The senior Director appointee and the Past Chair of the CEAB shall each submit a second ranked ballot and place their ballot in a sealed envelope; these ballots shall only be examined and considered if required, as specified below.
 - a) If one candidate receives a majority (50% +1) of the first preference votes, that candidate shall be declared elected.
 - b) In the event no candidate has a majority of the first preference votes, the candidate receiving the lowest number of votes in any particular round shall be removed from consideration in future rounds and each ballot for that candidate will be reallocated to the highest ranked remaining candidate. This process will be repeated until one candidate receives a majority of the votes. If there are two candidates remaining and there is a tie, the scrutineers shall first open the Past Chair’s sealed envelope and declare as the winner the remaining candidate who is higher ranked

on the Past Chair's ballot. If there is still a tie (e.g. in the case of a spoiled ballot), the scrutineers shall open the senior Director appointee's sealed envelope and declare as the winner the remaining candidate who is higher ranked on the senior Director appointee's ballot. If there is still a tie, the scrutineers will select the winner by lot.

- c) If, in any round, there is a tie in the lowest number of votes received by two or more candidates, the scrutineers shall first open the Past Chair's sealed envelope and, of the tied candidates, remove the candidate with the lowest ranking on the Past Chair's ballot from consideration in future rounds. If one candidate can still not be removed (e.g. in the case of a spoiled ballot), the scrutineers shall open the senior Director appointee's sealed envelope and, of the tied candidates, remove the candidate with the lowest ranking on the senior Director appointee's ballot from consideration in future rounds. If one candidate can still not be removed, the scrutineers will determine which of the tied candidates will be removed by lot.
- (8) The scrutineers will report the name of the candidate who received the majority of the votes to the chair of the Nominating Committee. The scrutineers will not report the vote totals or whether the sealed envelopes were used.
- (9) The chair of the Nominating Committee will thereafter announce the successful candidate.
- (10) When the election is complete, the chair of the Nominating Committee will request a motion to destroy any in-person ballots. This may not be necessary where electronic ballots are used.

6.9.5 Engineers Canada appointments to the CEAB

The Engineers Canada Board appoints two Directors to the CEAB to act as "Director appointees". Director appointees serve for a two-year term and are appointed in alternate years to ensure continuity.

A. Responsibilities of the Director appointees

- (1) The director appointees are the Engineers Canada Board's representatives on the CEAB. They serve a key role in helping the Engineers Canada Board to meet its responsibility to provide ongoing and appropriate strategic direction.
- (2) Director appointees shall attend all meetings of the CEAB.
- (3) Director appointees provide advice and guidance to the CEAB regarding the Strategic Plan, Engineers Canada Board policy, and direction.
- (4) Director appointees provide advice and guidance to the Engineers Canada Board on the work of the CEAB, and the performance of the Chair.
- (5) The senior Director appointee (the Director with the longer term of service on the CEAB) serves as the chair of the Nominating Subcommittee.

- (6) The senior Director appointee shall also attend the meetings of the Policies & Procedures Committee as an observer.

B. Authority of the Director appointees

- (1) The Director appointees shall have voting rights on the CEAB and on any subcommittee to which they are appointed.
- (2) Engineers Canada Director appointees may attend meetings of the subcommittees of CEAB as observers.

C. Restrictions on the Director appointees

The Chair of the CEAB reports to the Board as a whole. Director appointees have no authority to direct the CEAB.

WELCOME TO OUR TEAM

On behalf of Engineers and Geoscientists British Columbia's Board and staff, it is my privilege to express our deep appreciation for the volunteers that commit their time and expertise to our organization and the professions of engineering and geoscience. Engineers and Geoscientists BC's accomplishments are due in large part to the engaged participation of volunteers like you.

We want to ensure that you receive the resources and support necessary for you to achieve success and enjoy your volunteer experience with us. These guidelines outline your role as a volunteer and are intended to support you during your volunteer time with the organization. Please take a few minutes to familiarize yourself with the information below. If you have any questions about these guidelines or any of our policies or procedures, please contact Engineers and Geoscientists BC's Christine Houssaini, Manager, Volunteer Program at choussaini@egbc.ca

After you have read through and reviewed the guidelines, you will be asked to acknowledge that you have read, understand, and agree to abide by them by checking a box at the bottom of the page and clicking "Submit".

The knowledge and experience you contribute as a volunteer is essential to enabling the organization to support and promote the professions as a trusted partner and progressive regulator.

Thank you.

Heidi Yang, P.Eng., FEC, FGC (Hon.)
Chief Executive Officer

WELCOME TO ENGINEERS AND GEOSCIENTISTS BRITISH COLUMBIA

Dedicated volunteers are at the heart of Engineers and Geoscientists BC's work as the engineering and geoscience licensing and regulatory authority for BC, and play a part in almost every aspect of the organization—from reviewing applications for professional registration to participating on committees that set and uphold practice standards.

OUR MISSION, VISION, AND VALUES

VISION

Modern regulation for a resilient world.

MISSION

We serve the public interest as an inclusive, progressive, and future-focused regulator.

VALUES

- Collaboration
- Excellence
- Integrity
- Innovation

Much of the work our volunteers do links directly to our Strategic Plan.

GOVERNANCE STRUCTURE

Engineers and Geoscientists BC's purpose and duties as the provincial licensing and regulatory body for engineering and geoscience in BC are defined by legislation, the *Professional Governance Act*. We are a not-for-profit organization governed by a Board of elected registrants and government appointees. The Board is accountable to the public through the Ministry of Post-Secondary Education and Future Skills, under the Office of the Superintendent of Professional Governance, for both the governance and management of the organization.

VOLUNTEER COMMITMENT

Volunteering with Engineers and Geoscientists BC provides ongoing opportunities for:

- Giving back to your profession and industry;
- Meeting new people and building your network;
- Earning professional development credits;
- Learning and developing skills;
- Contributing your ideas; and
- Receiving recognition of your contributions.

In return we ask that you approach your role with enthusiasm, a team mentality, and a genuine interest in giving back. We also ask that you:

- Respect confidentiality;
- Arrive on time for meetings and events;
- Be prepared for meetings and events;
- Encourage a respectful working environment;
- Provide constructive feedback; and
- Be accountable.

We understand our volunteers lead busy lives and we are grateful for the time they dedicate to volunteering with us. As such, we ask that you recognize when you are

unable to meet the commitments of the volunteer position and work with the group leader to identify a solution.

Engineers and Geoscientists BC is committed to ensuring that its operations and business are conducted in an ethical and legal manner. We ask that you support this by familiarizing yourself with, and to adhering to, all policies and procedures during your time as a volunteer with the organization.

CONFIDENTIALITY

Some of the information accessed by volunteers during their activities with Engineers and Geoscientists BC is confidential. A volunteer must maintain the confidentiality of all confidential information to which they are privy, unless otherwise permitted or required by the organization.

If you are unsure whether the information shared is of a confidential nature, please check with your volunteer group's staff support person.

Anyone, either during the course of, or subsequent to, becoming a volunteer of the organization, must not:

- Divulge any confidential information communicated to, produced, or acquired as a result of their participation in activities with Engineers and Geoscientists BC;
- Divulge any confidential information acquired in the performance of Engineers and Geoscientists BC related duties and responsibilities to any person or third party not authorized by the organization or by law to have such information;
- Benefit directly or indirectly in consideration for revealing any confidential information; and
- Use confidential information in any personal undertaking in which they may be, or may become, involved.

These terms of confidentiality are of a general nature and apply to all volunteers. Some volunteers working with specific groups may be required to uphold additional confidentiality requirements. Should an additional confidentiality agreement be required, your volunteer group's Engineers and Geoscientists BC staff support person will discuss this with you.

OWNERSHIP OF COPYRIGHT

Volunteers sometimes assist the organization by authoring documents, such as reports or guidelines, or by making contributions to the authorship of such documents. Whenever a written work product or any other type of intellectual property is created for Engineers and Geoscientists BC during the course of volunteering, the copyright will belong to Engineers and Geoscientists BC.

CONFLICT OF INTEREST

Volunteers should perform their duties for Engineers and Geoscientists BC in such a manner that confidence and trust in the integrity, objectivity, and the impartiality of the process are observed.

A conflict of interest arises, or may appear to arise, when a volunteer's private or public interest takes precedence over or competes with the voluntary duties or responsibilities to the organization. Conflicts of interests may be real, perceived, or potential, and may evolve at any time before, during, or after appointment to voluntary participation with Engineers and Geoscientists BC.

The recognition of a real, perceived or potential conflict of interest is a matter of judgment and the primary responsibility for recognizing a conflict of interest rests with each volunteer in the course of their participation in activities with the organization. If you feel you may be in a real, perceived, or potential conflict of interest, discuss this with your volunteer group's Engineers and Geoscientists BC staff support person. If a conflict arises at any point, the volunteer will be expected to declare and excuse him or herself from the conflicting portion of volunteering activities.

GIFTING, HOSPITALITY AND OTHER BENEFITS

As an Engineers and Geoscientists BC volunteer you choose to volunteer your time and service to the organization and understand that in doing so you are not considered to be employed by the organization at any time. You understand that you will not be compensated in any way for the service you provide as a volunteer. As a volunteer, you are free to stop volunteering your time and service to Engineers and Geoscientists BC at any time.

From time to time, a volunteer might receive gifts from the organization in recognition for their contributions. These gifts are ethically acceptable for volunteers to receive because they are given as tokens of appreciation, are non-compensatory in nature, and do not hold significant value.

However, there may be other times when a volunteer is presented with gifts from other sources, and these may be inappropriate. Gifts, hospitality, or other benefits should not be given by, or received by, any volunteer in the course of his or her participation in activities with Engineers and Geoscientists BC, if that gift, hospitality, or other benefit could—or be perceived to—influence the volunteer's judgment or performance of their duties and responsibilities with the organization, or be viewed as compensation. Giving or receiving an inappropriate gift can easily create a conflict of interest or the appearance of one—for instance, a volunteer might be swayed to act more favorably than they otherwise would towards a person who has given them a gift. If there is any doubt as to the perceived effect of the gift, hospitality, or other benefit, please bring it to the attention of your volunteer group's Engineers and Geoscientists BC staff support person.

ALCOHOL AND DRUGS

As a volunteer of Engineers and Geoscientists BC, you may be invited to attend social events or other functions where alcohol may be served. If you (including guests) choose to enjoy an alcoholic beverage, it is expected that you will drink responsibly and will not put yourself or others at risk of injury, or drink and drive.

We expect that you will represent the organization in a professional manner. When at a function hosted by the organization, please ensure the following:

- If you consume alcohol, do so responsibly;
- You will not operate or have care and control of a motor vehicle while under the influence of alcohol;
- You ensure your safety and the safety of others by having a designated driver or alternate method of transportation home; and
- You will be free from the effect of any illegal drugs.

EXPENSE REIMBURSEMENT

Engineers and Geoscientists BC will reimburse preauthorized travel expenses. Please contact your Engineers and Geoscientists BC staff support person to confirm what expenses you are eligible for and to receive a reimbursement form.

Receipts must be submitted together with the expense reimbursement form before the end of the fiscal year in which the expenses occurred. Engineers and Geoscientists BC's fiscal year runs from July 1–June 30.

POLITICAL ACTIVITIES

NON-PARTISAN STANCE

In circumstances where Engineers and Geoscientists BC or any volunteers participate in the public policy arena **on behalf of the organization**, this participation shall be of a non-partisan nature. These occurrences can include: direct relations with the government, engagement in lobbying activities or attendance at political campaigns, conferences or events. Engineers and Geoscientists BC volunteers will be expected to participate with all political parties, with no preference or undue advantage being extended to any one political party, political figure, or political ideology over another.

ACTIVITIES IN PERSONAL CAPACITY

Registrants and volunteers must receive authority from the organization before identifying they are representing the interests of Engineers and Geoscientists BC. Under any circumstances where a volunteer is acting in a personal capacity, they must exercise scrupulous judgment to avoid the appearance of representing the interests of the organization.

BULLYING, HARASSMENT, AND VIOLENCE

Engineers and Geoscientists BC is committed to providing a positive environment in which all individuals are treated, and treat each other, with respect and dignity. We expect all employees and volunteers to support and contribute to a positive and respectful environment. As a volunteer, supporting a respectful environment includes ensuring respectful behaviour during volunteer activities related to your role, as well as while travelling, at conferences, training sessions, and seminars you attend. It also includes volunteer-related phone calls, emails, text messages, and other communications, during volunteer-related social events sponsored or supported by Engineers and Geoscientists BC and elsewhere if you are there as a result of your responsibilities to the organization.

Bullying or harassing behaviour includes any conduct or comment (whether verbal or written) by a person towards another that is inappropriate, vexatious, or offensive and that was known or reasonably ought to have been known by the alleged bully or harasser to be humiliating, insulting, threatening, or intimidating. This behaviour includes inappropriate or offensive conduct, or comments that are based on a protected ground of discrimination as defined in the *Human Rights Code* and will not be tolerated by Engineers and Geoscientists BC.

The offender could be another volunteer or someone other than a volunteer, but with whom the volunteer is required to be in contact as part of their volunteer work for Engineers and Geoscientists BC.

Although bullying and harassment is generally considered in terms of a pattern of ongoing behaviour, it may include behaviour that occurs on a one-time basis.

Examples of behaviour that may constitute bullying or harassment include but are not limited to:

- Jokes or gestures that are abusive or degrading;
- Personal ridicule and malicious gossip;
- Abuse of authority to intimidate or coerce, improperly control, or influence someone;
- Racial epithets or slurs;
- Taunting or ostracism;
- Displaying derogatory, humiliating, or offensive objects, cartoons, drawings, or photos; and
- Sexual harassment, which is defined as one or more incidents involving unwelcome conduct of a sexual nature.

Accusations of bullying and harassment are serious and are reserved for serious behaviours. Not all interpersonal conflict, differences of opinion, or disputes that are rude or thoughtless will constitute bullying or harassing behaviour unless the behaviour was also inappropriate.

Should a volunteer ever encounter a violent situation, they should never attempt to intervene directly in a physically dangerous or violent situation; however, such situations should be reported immediately to Engineers and Geoscientists BC and the proper authorities. Volunteers must advise of any and all incidents of bullying, harassment, and/or violence at the organization or at Engineers and Geoscientists BC-sponsored meetings or events of which they have knowledge, are witness to, or in which they are involved. Incidents should be reported to Engineers and Geoscientists BC's Human Resources & Facilities Director.

BREACHES OF CONFIDENTIALITY, CONFLICTS OF INTEREST OR INCIDENTS OF BULLYING, HARASSMENT OR VIOLENCE

The organization is committed to ensuring that its operations and business are conducted in a fair, ethical, and legal manner and that volunteers support and contribute to a positive and respectful work environment. In the event that Engineers and Geoscientists BC becomes aware of an alleged breach of confidentiality, conflict of interest or an incident of bullying, harassment or violence, the Registrar will conduct an independent investigation in a suitable manner as is required in the circumstance, respecting principles of procedural fairness. For Engineers and Geoscientists BC registrants, this process may initiate a formal investigation under the *Professional Governance Act*.

Complaints may be referred directly to the Registrar at registrar@egbc.ca or your volunteer group's Engineers and Geoscientists BC staff support person.

CRIMINAL RECORD CHECK

For specific circumstances, volunteers may be required to undergo a criminal record check. Your volunteer group's Engineers and Geoscientists BC staff support person will advise if this applies to you.

SOCIAL MEDIA

Engineers and Geoscientists BC uses social media to enhance registrant engagement and communication with registrants, stakeholders, and the public. We encourage volunteers to actively engage in online discussions and dialogue through social media channels. The organization has corporate accounts on the following social media platforms:

- Twitter: [Follow us on Twitter](#)
- LinkedIn: [Join the Engineers and Geoscientists BC Discussion Group](#)
- YouTube: [View and share Engineers and Geoscientists BC videos promoting engineering and geoscience](#)

In posting material relating to Engineers and Geoscientists BC on personal social media accounts (such as Twitter, LinkedIn, Facebook, Instagram or YouTube) either directly through a mention of Engineers and Geoscientists BC, using relevant hashtags, or indirectly, we ask that you adhere to the following principles:

- Respect Engineers and Geoscientists BC, its registrants and staff: Social media sites are public spaces, and we expect you to be respectful of the association, staff, volunteers, and registrants; and
- Use common sense: Think before you post. Social media accounts are accessible to the public and what you post could have significant consequences. If you would not be comfortable with your supervisor, co-workers, or Engineers and Geoscientists BC staff reading your words, do not write them.

In posting material relating to the organization on personal social media accounts either directly through a mention of Engineers and Geoscientists BC, using relevant hashtags, or indirectly, you agree not to:

- Post material that is profane, obscene, offensive, libelous, defamatory, threatening, harassing, abusive, inappropriate, inflammatory, or otherwise objectionable towards any individual or entity;
- Post material that infringes on the rights of Engineers and Geoscientists BC or any individual or entity, including privacy, intellectual property or publication rights; and
- Disclose any information that is confidential or proprietary to the organization or any third party that has disclosed information to Engineers and Geoscientists BC.

To maintain consistency in our brand and communications, our corporate social media accounts are managed by the organization's Communications Department. Our online dialogue thrives when volunteers participate in the conversation. Although you may have your own personal social media accounts, volunteers must not create an Engineers and Geoscientists BC branded account.

Engineers and Geoscientists BC reserves the right to ask volunteers to remove or edit posts on social media sites at any time should they violate the principles noted in this policy.

If you have questions or would like more information on appropriate use of social media, email Engineers and Geoscientists BC's Manager, Communications, Tara Bushman, at tbushman@egbc.ca

INTERACTION WITH THE MEDIA

The objectives of Engineers and Geoscientists BC's media relations efforts are to create positive public awareness about the professions of engineering and geoscience, and to increase awareness of the organization and its duty of ensuring public safety through the work of the organization and its registrants.

In general, when responding to inquiries from the media, only designated spokespeople are permitted to speak on behalf of Engineers and Geoscientists BC. If you are contacted by a journalist to offer comments on behalf of the organization, please refer them directly to the Director, Communications & Stakeholder Engagement, Megan Archibald, at marchibald@egbc.ca.

In certain circumstances, the CEO or Board Chair will appoint subject-matter experts for technical issues, and volunteers who participate on committees may be called on to speak to media by Engineers and Geoscientists BC media relations staff. If contact is initiated directly by journalists however, volunteers should first contact Engineers and Geoscientists BC.

Volunteers involved in organizing local events on behalf of Engineers and Geoscientists BC branches may sometimes be approached by journalists regarding these activities. Before speaking to journalists, volunteers are asked to seek advice from Engineers and Geoscientists BC media relations staff who can help with effectively engaging media, or if this is not feasible, to inform staff after the interaction has taken place.

PHOTOS AND VIDEOS

At times, the organization may be photographing or videotaping events, sessions, workshops, or even meetings where you might be volunteering and your likeness may be used to promote Engineers and Geoscientists BC. If you do not wish to participate, please advise your volunteer group's Engineers and Geoscientists BC staff support person.

POLICY REVISIONS

Engineers and Geoscientists BC reserves the right to amend these policies and guidelines from time-to-time in our judgment to address issues that may arise and changes in our operations or the law.

ADDITIONAL INFORMATION

If you have any questions regarding your role as a volunteer or Engineers and Geoscientists BC, please feel free to connect with your volunteer group's Engineers and Geoscientists BC staff support person.