

1. Introduction

The following code of conduct applies to all Canadian Food Inspection Agency Scientific and Analytical Group members for all Canadian Food Inspection Agency Scientific and Analytical Group National Executive elections and is meant to add to, not in any way limit, existing PIPSC election conduct rules.

2. Canadian Food Inspection Agency Scientific and Analytical Group Elections Committee

As per Canadian Food Inspection Agency Scientific and Analytical Group By-Law 7.1, the Canadian Food Inspection Agency Scientific and Analytical Group Elections Committee shall be responsible for the conduct of Canadian Food Inspection Agency Scientific and Analytical Group elections for Officers according to the By-Laws and Regulations of the Institute and shall adopt such administrative procedures as may be necessary to conduct that election. The Canadian Food Inspection Agency Scientific and Analytical Group Elections Committee shall also:

1. scrutinize all candidate résumés for accuracy, negative campaigning and / or other compliance with the Canadian Food Inspection Agency Scientific and Analytical Group Elections Code of Conduct insofar as is practical,

And

2. fully investigate and rule on the propriety of any election activity undertaken by a candidate or those acting on behalf of the candidate. Upon finding such activity to be improper or inappropriate, the Committee shall take such corrective action as it deems necessary. Corrective action includes, but is not limited to:

- (i) declaring the election, or any candidacy in such election to be null and void;
- (ii) removal of the right to vote in that election

3. Canadian Food Inspection Agency Scientific and Analytical Group Elections Complaints

Complaints must be submitted to the Canadian Food Inspection Agency Scientific and Analytical Group Elections Committee within forty-eight (48) hours of the concern coming to the complainant's attention. In the case of résumés, the complaint must be filed within forty-eight (48) hours of résumés being published. In no case will any complaints be accepted more than thirty (30) days after the close of voting.

The Canadian Food Inspection Agency Scientific and Analytical Group Elections Committee shall acknowledge receipt of the complaint, within seventy-two (72) hours. All members of the Canadian Food Inspection Agency Scientific and Analytical Group Elections Committee must, unless in a conflict of interest, participate in the deliberation and decision.

The Canadian Food Inspection Agency Scientific and Analytical Group Elections Committee shall conduct the necessary investigation and render its decision within seven (7) days of receipt of the complaint. The complainant(s) and respondent(s) shall have the right to present their cases to the Canadian Food Inspection Agency Scientific and Analytical Group Elections Committee via electronic means.

The Canadian Food Inspection Agency Scientific and Analytical Group Elections Committee will convey the decision to the complainant(s) and respondent(s).

The decision of the Canadian Food Inspection Agency Scientific and Analytical Group Elections Committee may be appealed to the PIPSC Elections Appeals Committee as set out below.

4. Canadian Food Inspection Agency Scientific and Analytical Group Elections Appeals

Within forty-eight (48) hours of receipt of any such decision of the Canadian Food Inspection Agency Scientific and Analytical Group Elections Committee, any party directly affected by the complaint may submit an appeal of the decision to the PIPSC Election Appeals Committee to determine whether the Canadian Food Inspection Agency Scientific and Analytical Group Elections Committee has acted within its mandate in rendering such a decision.

The PIPSC Elections Appeals Committee shall acknowledge receipt of the appeal, within seventy-two (72) hours. All members of the PIPSC Elections Appeal Committee must, unless in a conflict of interest, participate in the deliberation and decision.

The PIPSC Elections Appeals Committee shall conduct the necessary investigation and render its decision within seven (7) days of receipt of the appeal. The appellant shall have the right to present his case to the PIPSC Elections Appeals Committee via electronic means. The decision of the PIPSC Elections Appeals Committee shall be final and binding. The PIPSC Elections Appeals Committee will convey the decision to the Appellant and inform the Canadian Food Inspection Agency Scientific and Analytical Group Elections Committee who will follow-up, if need be.

5. Résumés

Candidates are asked to submit a brief résumé in specified electronic format, of their experience and objectives (maximum 200 words in either official language) with their completed nomination form. Résumés must not contain statements made against the character of a candidate; or any statements that are, in the opinion of the Canadian Food Inspection Agency Scientific and Analytical Group Elections Committee, false, misleading, or unsubstantiated in their representation of a candidate, PIPSC or any of its constituent bodies, stewards, employees, executive members or other representatives. It is the responsibility of candidates to review their résumés before they are submitted and after they are posted.

Résumés will be changed under any of the following circumstances:

- The change was received prior to the date and time fixed for receipt of nominations.
- The change was made by the Canadian Food Inspection Agency Scientific and Analytical Group Elections Committee for accuracy, negative campaigning and / or other compliance with the Canadian Food Inspection Agency Scientific and Analytical Group Elections Code of Conduct.

Résumés will not be changed to:

- Correct grammar.

- Add or remove information, unless the change was made by the Canadian Food Inspection Agency Scientific and Analytical Group Elections Committee.

Except as noted above, résumés will be posted as submitted by the candidates with the following exceptions:

- Only titles may be bolded, underlined or italicized
- When making reference to participation in Institute Committees, Constituent Bodies and/or Working Groups, candidates must specify the position held and provide beginning and end dates.

6. Campaigning at PIPSC Events

Candidates may not campaign in any manner while any PIPSC events are in session. Limited campaign activities (personal discussions or literature distribution) are permissible during breaks or social portions (meals or hospitality) of PIPSC events.

7. Endorsements

PIPSC election rules apply.

pipsc.ca/about/governance/elections-information/national/election-campaign-administrative-procedures

8. Logos and Acronym

PIPSC election rules apply.

pipsc.ca/about/governance/elections-information/national/election-campaign-administrative-procedures

Note: The use of **Canadian Food Inspection Agency Scientific and Analytical Group** and / or PIPSC logos or acronyms on any election related materials or communications, whether in hard copy or electronic format, is strictly prohibited. The use of images or words resembling the Canadian Food Inspection Agency Scientific and Analytical Group and / or PIPSC logos or acronyms is strictly prohibited.

9. Use of Employer Email and / or Resources

The use of the employer's email system and / or resources may constitute behaviour that is contrary to the CFIA Electronic Networks Policy as well as the CFIA Code of Ethics and Conduct. The Canadian Food Inspection Agency Scientific and Analytical Group Elections Committee prohibits the use of the employer's email system and / or resources for Canadian Food Inspection Agency Scientific and Analytical Group National Executive elections.

10. Use of PIPSC Membership Lists / Resources

The use of PIPSC membership lists, contact information or other resources for campaign purposes is prohibited. Contact information, including local distribution lists, may not be used in unsolicited bulk e-mailings. Examples of other PIPSC resources include, but are not limited to the following items: Institute supplies and services, such as cell phone, letterhead, logo, envelopes, business cards, photocopiers and meeting rooms; or the involvement of Institute staff in a campaign in any manner.

11. Negative Campaigning

Negative campaigning does not provide useful information for voters to determine who they should support, and it creates unwarranted damage to the members' confidence in PIPSC and in unions in general. The Canadian Food Inspection Agency Scientific and Analytical Group Elections Committee have the mandate to review negative campaigning and will take appropriate action, if warranted. Negative campaigning includes statements made against the character of a candidate; or any statements that are, in the opinion of the Canadian Food Inspection Agency Scientific and Analytical Group Elections Committee, false, misleading, or unsubstantiated in their representation of a candidate, PIPSC or any of its constituent bodies, stewards, employees, executive members or other representatives. Candidates or their supporters may be required to provide evidence or arguments in defence of an allegation of negative campaigning.

The Canadian Food Inspection Agency Scientific and Analytical Group Elections Committee will determine if the statement was, in fact, negative campaigning.

12. Online Voting

Canadian Food Inspection Agency Scientific and Analytical Group members may access the PIPSC website for voting from work via their own laptop, standalone computer or kiosks; from home; or at public libraries, Internet cafes, and etcetera. If there are any individuals who cannot access the Internet by any of the above means, then they should contact one of the members of the Canadian Food Inspection Agency Scientific and Analytical Group Elections Committee for assistance.

13. Voting

It is unacceptable to offer incentives for voting in Canadian Food Inspection Agency Scientific and Analytical Group elections. Once a Canadian Food Inspection Agency Scientific and Analytical Group member has placed a vote, it may not in any way be revoked, altered or in any way changed. Voting breakdowns by office or region will not be provided. Voting results by candidates will be published on the PIPSC website.

14. "Do Not Contact" List

a. The Institute will create and maintain a "do not contact" list of member email addresses. Any member unwilling to receive election campaign material at a specific email address(es) shall notify the Executive Secretary at: election@pipsc.ca. Candidates and those acting on behalf of a candidate shall not send election material to any email address contained on the "do not contact" list.

b. Members on the "do not contact" list will receive no campaign literature of any kind but will continue to receive notices or other information from the Elections Committee, such as biographical sketches accompanying the ballots.

c. Members on the "do not contact" list will continue to receive non-election related information they would normally receive from the Institute.

d. Members may place their name on the "do not contact" list at any time. A member's name will remain on the list until a request is made by the member to remove it.

15. Social Media Usage Policy

- a. All existing PIPSC By-Laws, Regulations and Policies relating to ethics and professional behaviour expected from an Institute member are applicable to the users of social media. It is extremely important for all to maintain professional ethics during election campaign periods.
- b. The Institute expects all members to engage respectfully in social media exchanges and conduct themselves in accordance with the Institute's [Social Media Usage Policy](#). Please refer to the policy in detail.
- c. The creation of a social media account that may reasonably be perceived as being operated by or on behalf of the Institute is prohibited unless otherwise explicitly authorized by the Institute.
- d. The Institute reserves the right to monitor postings made, and request alteration or removal of content posted in relation to its accounts if needed.
- e. Misuse of social media platforms can, in certain circumstances, constitute a criminal offence, give rise to legal action against members or the Institute, lead to workplace investigations or discipline, or constitute misconduct as defined in the Institute's By-Laws.
- f. Institute members are free to use social media to exercise their freedom of expression. In doing so, however, they must always be mindful of their obligations to respect others and of their duty of loyalty to their employer.
- g. The following is intended to provide candidates, their supporters and all Institute members with an outline on how to best use social media professionally and without violating professional ethics.
- i. Extracted directly from the PIPSC policy:
 - 1. Posted content must not violate any laws or encourage or suggest illegal activities;
 - 2. Comply with the terms of use established by the various social media platforms you are using;
 - 3. Do not post materials that may be considered racist, hateful, sexist, homophobic, defamatory, abusive or threatening, humiliating or belittling;
 - 4. Be honest and open, but be mindful of the impact your contribution might make to people's perceptions of the Institute;
 - 5. Never disclose sensitive, private or confidential information on social media;
 - 6. Make every effort to ensure the information you are posting is accurate;
 - 7. Do not post, upload, forward or post a link to chain mail, junk mail or facilitate "spamming";
 - 8. Make use of social media on your own time and with your own resources, not the employer's;
 - 9. Do not post aggressive, vulgar, violent, obscene or pornographic content;
 - 10. Ensure you have the Institute's permission before using its proprietary information (logos, slogans, graphic designs, etcetera);

11. Except as authorized by the Institute, do not use social media for the purposes of advertising or solicitation for financial benefits.

ii. Additional direction from the Elections Committee:

1. Always be respectful, polite and considerate when disagreeing with any ideas or proposals from a fellow member whether a candidate or not;

2. Always be guided by professional principles, integrity, objectivity, professional competence, due care and confidentiality;

3. Do not post photos or videos, which could be interpreted as an endorsement by PIPSC;

4. Do not post or engage in discussions on election issues anonymously or use another user's name;

5. Do not post any internal private and/or personal matters relating to a member;

6. Do not mention your or any other users' personal coordinates in the body of your postings unless permission is granted;

7. Do not post material that promotes or advertises commercial product or solicit business or financial support for an election campaign;

8. Do not allow any other person, whether a PIPSC member or not, to use your identification.

h. The Canadian Food Inspection Agency Scientific and Analytical Group Election Committee expects the highest degree of professional standards and ethical compliance from Institute members and users of social media including during an election campaign. When faced with any question or doubt about infringing on ethical values, then do not post it. Act professionally.

16. Candidates are responsible for actions of their supporters

17. Any non-compliance with the above code of conduct will result in corrective action