



POLICIES & PROCEDURES

0 GENERAL

0.1 GENERAL STATEMENT

This booklet contains policies that have been approved by the Board of the Ontario Provincial Police Association.

The policies are to be interpreted as the rules of the Association. If you are unsure of how the policy is to be interpreted, the matter in question should be referred to the Board for clarification.

0.2 STRATEGIC PLAN

The creation of a strategic plan by the OPP Association in 1996, reviewed and updated in 2007, was the culmination of many hours of work by Members and Staff of our Association and exemplifies the direction that we want to go in the future. We believe that our strong Member oriented organization is based on the principles of fairness, honesty, openness and trust in all our relationships. Each ingredient is key to the success and longevity of our Association. The Guiding Principles of our Strategic Plan are the fundamental values and beliefs which direct all our actions.

0.3 VISION STATEMENT

Building on the collective strength of our people, we are committed to improving relationships throughout our Association, as we deliver exceptional support and protection for all members.

0.4 RALLYING CRY

Rights & Responsibilities....shared by all

0.5 MISSION STATEMENT

With a collective voice and strong commitment, the Association represents and advocates for the fair treatment of all members.

As the exclusive bargaining agent, the Association provides its members and families quality labour relations and support services.

0.6 DIVERSITY

The Association believes in equality of employment and the establishment of a positive respectful working environment for all members, the responsibility for which is shared by the employer and the Association.

0.7 CONFLICT OF INTEREST

1) GENERAL

Conflict of interest means any situation where a person's private interest may be in conflict with their Association responsibilities. Confidential information is information that is not available to the public and that, if disclosed, could result in loss or damage to the Association or could give the person to whom it is disclosed an advantage.

This policy applies to all members and all employees of the Association.

Members or employees may not engage in any outside activity or undertaking that:

- is likely to result in a conflict of interest;
- interferes with their ability to perform their Association duties;
- takes advantage of their duties as an Association member or employee;
- will influence equipment, supplies or premises.
- results in unauthorized use of Association equipment, supplies or premises.

Members or employees may not use an Association position to:

- gain any personal favours or economic benefits from people or organizations that want business or contracts with the Association;
- improperly favour any person, organization or business entity.

Members or employees may not:

- use confidential information for personal gain;
- accept personal gifts, hospitality or other benefits deemed to create a conflict of interest;
- give preferential treatment on any Association matter to family members or friends;
- act for an organization in any business undertaking with the Association;
- assist an outside organization by providing them with confidential information.

2) DUTIES OF THE MEMBER OR EMPLOYEE

Where members or employees, either on their own behalf or while acting for, by, with or through another, have any vested interest, direct or indirect, in any matter and is present at

any meeting of the Association at which the matter is the subject of consideration, the member or employee,

- shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- shall not take part in the discussion of, or vote on any question in respect of the matter; and
- shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

Where the meeting previously referred to is not open to the general membership, in addition to complying with the requirements of section 1, the member shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration.

Where the interest of a member or employee has not been disclosed due to the absence at the meeting during which the matter has been discussed, the member or employee shall disclose that interest at the next meeting attended.

Notwithstanding the foregoing, when a member or employee becomes aware of a conflict of interest, that interest shall be disclosed to the Administrator, the President or their designee forthwith.

When a declaration of interest is made, the member or the person to whom the interest is disclosed, shall ensure that declaration is recorded in the minutes of the meeting at which the interest became apparent or at the next meeting occurring after the declaration.

3) SANCTIONS

Where a member or employee fails to declare a conflict of interest, disciplinary measures may include sanctions up to and including forfeiture or cancellation of directorships or offices within the Association and/or termination of employment. Where appropriate, civil action may be brought against the member, employee or outside organization for damages and/or other relief based on the reach of conflict of interest provision.

1 DUTIES OF DIRECTORS

1.1 GENERAL

- 1.1.1 Decisions by the Board of Directors shall be based on the best knowledge available, be ethically justifiable and true to association philosophy, and be made in the best interests of the membership at large.
- 1.1.2 Each Board member shall participate actively at Board meetings, show respect and consideration for the opinions of all other Board members and make decisions based on discussing and weighing information put forward.
- 1.1.3 In decision making the Board members will put the interests of the membership ahead of any personal or group-specific interests.
- 1.1.4 Once a decision has been reached by the Board of Directors, individual Board members have an obligation to stand by that decision in any group or individual communication with the membership.
- 1.1.5 The Board of Directors of the Association adopts this policy to help guide the participation of individual Board members in fulfilling their leadership role on behalf of the Association's membership.

1.2 ROLES AND RESPONSIBILITIES

- 1.2.1 Members of the Association's Board of Directors have a duty and an obligation to the membership to conduct the business of the Association in a way that ensures democratic, responsible and effective administration of the Association.
- 1.2.2 It shall be the foremost responsibility of Board members to have unconflicted loyalty to the interests of the membership of the Association.
- 1.2.3 As a member of the Association's Board of Directors, a Board member represents the membership of the Association not simply their individual component. In all decision-making processes of the Association, Board members shall always put the interests of the membership ahead of any personal or group-specific interests.
- 1.2.4 The role of the Board shall be to develop, as required, strategic plans for the Association's overall objectives and to set the direction for the Association in terms of its bargaining, servicing and legislative/public policy and other objectives.
- 1.2.5 It shall not be the role of the Board to implement that strategic plan and direction but the Board shall ensure such plans or actions have been carried out.
- 1.2.6 Informed individual input in the decision making process is critical; Board

members have an obligation to express their views. If they oppose a recommendation to the Board, then they have an obligation to provide constructive criticism and reasonable alternatives.

- 1.2.7 Board members are in a privileged position with the ability to participate in decisions and the ability to access the information required to make the decisions. They must take the care and caution to report Board decisions fairly and the reasons for the decisions accurately, to do otherwise is an abuse of the Board member's privilege.
- 1.2.8 The Board has a duty to bring the views of the members to the Board but also to consider the debate/discussion at the Board and the information presented, and then has the duty to make decisions based on the best information available.
- 1.2.9 Board members must conduct themselves in accordance with the Association's Conflict of Interest Policy.

1.3 DECISION IMPLEMENTATION

- 1.3.1 Members of the Board do not manage or get involved in the day-to-day operations and administration of the Association. Members of the Board do not exercise authority as individuals but only as members of a collective body. Members of the Board have no authority to supervise or direct staff.
- 1.3.2 The Board shall not redo the work of the Association's Executive, the Staff and/or its various committees. The Board however, shall consider recommendations from the Executive, the Staff and/or the Association's various committees and then, either accept or reject those recommendations.
- 1.3.3 Implementation involves the operations and administrative side of the Association, which are the responsibilities of the Association's staff as directed by the Association's Chief Administrative Officer in cooperation with the President.
- 1.3.4 The Association's President and the Chief Administrative Officer shall be responsible for the implementation of Board decisions and directions between meetings of the Board of Directors.
- 1.3.5 The Board shall expect accountability from those charged with carrying out the directions of the Board and the Association.

1.4 UNITY

- 1.4.1 The Board's ultimate responsibility shall be to create, foster and promote unity within the Association and Board, with the staff and with the membership.
- 1.4.2 The Board of Directors will operate from a team approach. Although Board members' roles may differ, there is only one Board working towards the same end.

Within the Board of Directors there is no place for factional or divisional style politics.

- 1.4.3 A decision of the Board of Directors is a decision of the Board, not a decision by a section of the Board.
- 1.4.4 When the Board is considering a decision that a Board member is not able to accept, he/she has an obligation to identify the issue and his/her reasons to the Board and be open about the disagreement. It is imperative that the Board member not impede or undercut the effectiveness of the majority to make and implement the decisions of the Board.
- 1.4.5 If a Board member is consistently unable to accept the decisions of the majority after debate and discussion, then the organization is hampered by the regular internal frustration of the will of the majority, and the member should consider whether it is appropriate to continue to serve under these conditions.

1.5 DIRECTOR'S POSITION & HONORARIA - POLICE ASSOCIATION OF ONTARIO/CANADIAN POLICE ASSOCIATION

- 1.5.1 Only members of the Board of the OPP Association will be permitted to represent the Association as a President, Vice-President or Director in the Police Association of Ontario (P.A.O.) or the Canadian Police Association (C.P.A).
- 1.5.2 Such member shall be required to sign a document agreeing to resign their position on the P.A.O. Board of Directors or Canadian Police Association should that member fail in a bid for re-election or resigns their position with the OPP Association.
- 1.5.3 Any Director of the Association who sits on a Committee and/or Board of Directors shall remit any honorarium received as a result of working on the Committee and or Board back to the Association. Attendance at Committees or Board meetings shall be deemed on duty for the Association.

1.6 BOARD OF DIRECTORS' SERVICE RINGS

- 1.6.1 The President and each Director shall be presented with a ring at the commencement of his/her initial term of office.
- 1.6.2 The Board of Directors may recognize the service of the Vice-President by the presentation of a ring.

4.7 LEGAL ASSISTANCE PROGRAM

Statement of Purpose

- 4.7.1 The intent of the program is to provide legal assistance to members in situations where the OPP refuses or where the Ministry's legal counsel is unable to represent the interests of the members. In such situations the OPP Association will normally provide the services of legal counsel to members who may be subject to legal inquiries, Police Services Act disciplinary matters,

civil actions, provincial offences or criminal charges, including appeals, arising out of the legal performance of their duties.