NON-CONTENTIOUS DISCLOSURE FORM

This non-contentious disclosure form is sent to the Ethics Committee, which will process it diligently.

Identification of the discloser

☐ I wish to remain anonymous.

☐ I wish to declare my identity

(Mandatory for disclosures relating to sections 1, 3, 4 and 5 described below):

First and last name: _____

Personal details: _____

Job Title: _____

Date: Select the date

Please send this form to the Ethics Committee: ethique-ethics@bpa.ca

Reason for disclosure

☐ I would like to know if I can take part in an event (complete Section 1)

☐ I would like clarification on any of the provisions of the Code of Ethics (complete Section 2)

☐ I wish to obtain permission to use information or intellectual property for purposes other than my employment (complete Section 3)

☐ I wish to disclose my political involvement (complete Section 4)

☐ I wish to disclose an intimate relationship with another BPA member or business partner that may cause a problem or raise a question of favouritism (complete Section 5)

☐ Other voluntary disclosure (complete Section 6)

NON-CONTENTIOUS DISCLOSURE FORM

Section 1: Participation in an event

Participation as: ☐ Organizer ☐ Panelist ☐ Participant

Type of event: _____

Date of the event: _____

Please describe the event:

If applicable, please describe why it is important for you to participate and whether or not it is related to your position at BPA

Please attach to this form any invitation to the event, as well as any program mentioning the content of the event.

The Ethics Committee will reply as soon as possible.

Section 2: Clarification of the Code of Ethics

Deadline (if applicable): _____

Please describe the provision requiring clarification.

Please specify your question

The Ethics Committee undertakes to reply as soon as possible and, if possible, before the deadline.

Section 3: Authorization to use information or intellectual property for purposes other than employment

Type of information: ☐ Information ☐ Intellectual property ☐ Other

Authorization expiry date:

Please describe the information you need.

Please describe the intended use for the information

The Ethics Committee undertakes to reply as soon as possible and, if possible, before the deadline.

Section 4: Political involvement

Government level: ☐ Federal ☐ Provincial ☐ Municipal

Are you considering running in an election? ☐ Yes ☐ No

Are you just a party member or are you actively volunteering: ☐ Party member ☐ Active member/volunteer

If you are an active member, please describe your tasks within the political party:

If you are an active member, please describe to the best of your knowledge whether your position, your experience and the information to which you have access at BPA serve you in any way in your political involvement

If necessary, the Ethics Committee may contact you to obtain further information, and to prevent any situation of a conflict of interest or the appearance of conflict of interest.

We would like to remind you that it is forbidden to make electoral contributions or express political opinions in the name of BPA. It is also forbidden to engage in electioneering in the workplace.

Section 5: Intimate relationship with another BPA member or business partner, which may cause a problem or raise a question of favouritism

Please provide the details of the person with whom you have a relationship:

First and last name:	
Professional contact details:	
Job Title:	
Are they a member of BPA or an external person?	☐ BPA member ☐ External person

If a BPA member, is he or she:

Your superior?	☐ Yes ☐ No
Your subordinate?	☐ Yes ☐ No
Your main internal source of work?	☐ Yes ☐ No

If they are a business partner, please describe the nature of their relationship with BPA and with you:

If necessary, the Ethics Committee may contact you to obtain further information, and to prevent any situation of a conflict of interest or the appearance of conflict of interest.

Section 6: Other voluntary disclosure

Please describe the reason for your voluntary disclosure:

The Ethics Committee will acknowledge receipt of your voluntary disclosure within 10 days and may contact you for further information.