

BY-LAW ON THE APTS CODE OF ETHICS



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Section I – Introduction

1.1 Purpose

The purpose of this by-law on ethics is to establish rules of conduct that will foster and maintain members' trust in the integrity and impartiality of elected and appointed persons with regard to the APTS mission.

The by-law reflects the APTS's commitment to respect and promote the highest standards of ethics and integrity in interactions with its members, between its elected officials, and with employees, partners, suppliers, and any other person that has a relationship with the APTS.

1.2 Scope

The Code of Ethics applies to all persons elected or appointed to positions within the APTS, in the performance of their duties and in any situation in which they represent the APTS.

1.3 Interpretation

The Code of Ethics is a reference tool designed to guide the decisions of elected or appointed persons. It cannot predict every situation that may occur; elected or appointed persons must exercise sound judgement and act with discernment, following the spirit of these rules, and always keeping the APTS mission and values in mind.

If there is any doubt about how to interpret the Code of Ethics, members are invited to contact the secretary of the Provincial Executive Committee.

1.4 Mission and values

The mission and values of the APTS are those set out in its Constitution and Statement of Principles.

On the day this Code of Ethics was adopted, the mission and values were defined as follows.

1.4.1 Mission

The union's mission is to study, safeguard, defend and develop the economic, social, moral, educational and professional interests of its members, and in particular, to negotiate collective agreements and ensure their application.

The Statement of Principles adopted at the Convention guides the union in its actions.

The union combats all forms of discrimination and violence in Québec society, including discrimination and violence directed at its members or instigated by them.¹

1.4.2 Values

Solidarity, democracy, equality, social justice, freedom and co-operation are the fundamental values inspiring all APTS actions.

In practice:

The APTS defends, first and foremost, the right to collective bargaining, freedom of union action, and the right to unionize. It also defends and promotes women's rights as well as cultural, gender, and sexual diversity. As well, in accordance with its resources, it defends the right of every person to work in a healthy environment and be treated with respect and dignity. It also asserts the right to decent working and living conditions for all groups of workers.²

Section II – General obligations

2.1 Knowledge of the Code of Ethics

Any elected or appointed person must, after their election or appointment, become familiar with the APTS Code of Ethics, understand its meaning and scope, and undertake to comply with it.

¹ APTS Constitution, Article 1.4, *Mission and Statement of Principles*.

² APTS Statement of Principles.

2.2 Good practices

An elected or appointed person must, in performing their duties:

- a. act in compliance with the APTS mission, values, Constitution, by-laws and policies, and with the practices and ethical principles arising from this Code of Ethics;
- b. contribute to the emergence of an equitable, diverse and inclusive work environment by adopting behaviours based on openness, listening, and consideration for others;
- c. show courtesy, respect and professionalism in all interactions and promote relations based on good faith, cooperation and goodwill;
- d. act with integrity, loyalty, diligence, transparency and competence, in the best interests of the APTS, and as any reasonable person would act in similar circumstances;
- e. actively participate in the APTS's democratic life and outreach by taking part in debates and collective decisions, by supporting their implementation,³ by expressing their opinion in spaces for discussion within the organization, and by supporting the organization and its members in the public space;
- f. provide equitable assistance to all employees of the bargaining unit who face a situation in which they need union representation, without distinction or judgement;
- g. handle any request for support or representation with respect, a willingness to listen, and kindness.

An elected person may not confuse the property of the APTS with their own property, or use APTS property or APTS material, physical or human resources for their own benefit or for the benefit of a third party.

2.3 Reporting

An elected or appointed person undertakes to make their peers aware of the Code of Ethics and, inasmuch as possible, to discuss problematic situations related to its application. Support in this respect is provided by provincial representatives and, if necessary, by the secretary of the Provincial Executive Committee.

³ See the standards for rallying behind a decision or expressing dissent at the Provincial Council, as well as the rules for expressing dissent at the General Council set out in the *By-Law on rules of order for deliberative meetings*.

If an elected or appointed person has reason to believe that there has been breach of this Code of Ethics that should be reported and that could lead to a formal complaint under the APTS Constitution, they must advise the secretary of the APTS Provincial Executive Committee of this breach.

Section III – Conflict of interest

3.1 Definition of a conflict of interest

The term “conflict of interest” refers to any situation where an elected or appointed person, or one of their close associates,⁴ has personal or professional interests that are in competition with their duties and that may influence, or appear to influence, how these duties are performed. The person must avoid any real, apparent, or potential conflict in which their interests could be directly or indirectly involved in a manner detrimental to others or to the interests of the APTS.

3.2 Disclosure of interests

An elected or appointed person must, when elected or appointed, declare any direct or indirect interest in an organization, business, association or other entity that might put them in a situation where there is a conflict of interest.

When there is a situation that might be viewed as a conflict of interest, the elected or appointed person must inform the decision-making body of the situation and withdraw from discussions, deliberations and the decision-making process. However, if the decision involves a group to which they or a close associate belong, they may be present at discussions, deliberations and the decision-making process.

An elected or appointed person must immediately update their disclosure of interests when a conflict of interest either appears or ceases to exist during their mandate.

An elected or appointed person may not accept any gift, hospitality or other benefit except those that are customary and of modest value. Any other gift, hospitality or benefit must be returned to the donor.

3.3 APTS resources

⁴ “Close associates” include the person’s spouse or partner, a relative, someone living in the same household, a business associate, or a legal entity of which they are a director or which is under their control.

An elected or appointed person must use APTS resources conscientiously and responsibly. They must act with integrity, particularly when claiming expenses and reporting hours worked, and make sure that any equipment is used with care.

Section IV – Protection of information

An elected or appointed person:

- a. must be discreet about any information to which they have access, or that is brought to their knowledge, in a context related or potentially related to union life;
- b. must at all times respect the confidential nature of any discussions and documents to which they have had access;
- b. must not use or disclose confidential or personal information for any purpose other than the performance of their duties;
- c. must take all security measures needed to ensure the confidentiality of the information, including personal information, to which they have access in the performance of their duties;
- d. must show reserve and caution in expressing their personal opinions, on social media and elsewhere, in order to avoid harming the APTS and its reputation;
- e. must use artificial intelligence with caution and respect for human dignity, as a matter of concern for justice, equity and collective well-being. This means checking the source and accuracy of information in order to preserve the APTS's integrity and reputation. In addition, any automatic production must be reviewed to ensure that it is valid. A person using artificial intelligence is responsible for making sure that any information entered into a conversational tool is appropriate and does not compromise confidentiality, and must take responsibility for any decisions or actions taken on the basis of the results produced.

Section V – Discrimination, harassment and reprisals

5.1 Discrimination and harassment

The behaviour of an elected or appointed person must not include any kind of physical or psychological violence or psychological or sexual harassment. The person must contribute to preventing and denouncing any situation of violence or harassment of which they are aware in the performance of their duties, in order to ensure compliance with the APTS policy to prevent and act against incivility, psychological harassment, violence, and sexual violence (*Politique de prévention*

et de prise en charge de l'incivilité, du harcèlement psychologique, de la violence et de la violence à caractère sexuel).

5.2 Prohibition of reprisals

An elected or appointed person must avoid any kind of reprisals against anyone who denounces a breach of the APTS Constitution or Code of Ethics or any of the APTS's by-laws or policies, or who cooperates with an investigation. The elected or appointed person must also comply with all confidentiality obligations arising from the implementation of the APTS Constitution, Code of Ethics, by-laws or policies.

Section VI – Cessation of duties

An elected person who is no longer performing their duties must continue to comply with their obligations of integrity, confidentiality, and loyalty to the APTS. The person must behave in such a way as not to obtain undue advantages based on their previous mandate.

When their mandate comes to an end, they must act as soon as possible to return all goods and information provided by the APTS while they were performing their duties.

Section VII – Application of the Code of Ethics

The process for submitting complaints is set out in the APTS Constitution.

Any person who breaches this Code of Ethics, or whose actions or omissions are contrary to its spirit, may be subject to sanctions in line with the applicable legal framework such as the APTS Constitution, by-laws and policies.

Section VIII – Final provisions

8.1 Dissemination

The APTS will give every elected or appointed person a copy of this Code of Ethics and will make it accessible to all of its members and to the public.

8.2 Provision for members of the Provincial Council

At the beginning of their mandate, persons elected or appointed to the Provincial Council will sign an agreement to comply with the Code of Ethics.

Provincial Council members are required to promote the Code of Ethics, in particular by demonstrating exemplary conduct, by giving the Code to their team, and by clearly conveying the importance of complying with it.

8.3 Entry into force

This Code of Ethics came into force on October 16, 2025.