

[NAME OF ADMINISTRATIVE TRIBUNAL] CODE OF CONDUCT

The [NAME OF ADMINISTRATIVE TRIBUNAL] has adopted this Code of Conduct for the guidance of its Members and to assist Members in performing their duties in a manner which will promote the public's confidence in the [NAME OF ADMINISTRATIVE TRIBUNAL]'s fairness, integrity and independence.

It is recognized that the Code of Conduct cannot anticipate all possible fact situations in which Members may be called upon to exercise judgement as to the appropriate standard of conduct. When this occurs, Members are to ensure that their decisions maintain the [NAME OF ADMINISTRATIVE TRIBUNAL]'s fairness, integrity and independence.

Failure to comply with this Code of Conduct may result in the [NAME OF ADMINISTRATIVE TRIBUNAL]:

- (1) requesting an apology from the Member; and/or
- (2) removing the Member from the [NAME OF ADMINISTRATIVE TRIBUNAL] for a portion or all of their term.

1. FAIRNESS

Members shall act in an impartial, lawful and just manner following all relevant legislation including by-laws and common-law.

2. GOOD CONDUCT

Members shall act with honesty and integrity including:

- acting in a manner that contributes to the public's confidence in the [NAME OF ADMINISTRATIVE TRIBUNAL];
- not expressing personal views on matters before the [NAME OF ADMINISTRATIVE TRIBUNAL] where this is likely to impair public confidence in the [NAME OF ADMINISTRATIVE TRIBUNAL]; and
- not engaging in conduct that may, or may appear to, constitute an abuse of their position as a Member.

3. PROCEEDINGS

Members shall maintain proper control over proceedings to ensure that parties have an equal and fair opportunity to present their case including:

- making all reasonable efforts to conduct proceedings in a manner that is understandable by all parties, whether or not they are represented; and
- demonstrating respect for everyone who is involved in a proceeding.

4. COLLEGIALITY

Members shall respect and co-operate with other Members and [NAME OF ADMINISTRATIVE TRIBUNAL] staff.

5. BIAS AND CONFLICT OF INTEREST

Members shall avoid situations of real or apparent bias or conflict of interest:

- approaching every proceeding and every issue in a proceeding with an open mind and avoiding doing or saying anything to cause any person to think otherwise;
- basing decisions on an application of the relevant law to the evidence presented in each case and not on irrelevant considerations;
- not participating in a proceeding when the Member (or another person with whom the Member has close personal or professional relationship) has a financial or other private interest that may be affected by the proceeding or its outcome;
- not accepting a gift or benefit that may appear as being offered because they are a Member; and
- not appearing before the [NAME OF ADMINISTRATIVE TRIBUNAL] on their own behalf or as a representative on behalf of any party; and

6. CONFIDENTIAL INFORMATION

Members shall not disclose to any member of the public any confidential information acquired by virtue of their position.

Confidential information includes [NAME OF ADMINISTRATIVE TRIBUNAL] discussion when it reserves its decision.

7. MEDIA COMMUNICATION

Except for the Chair, who may accurately communicate a decision, Members shall not comment to the media.

Should the media contact a Member directly, the Member shall refer the media to the Chair or, in the absence of the Chair, to the Vice Chair.