

Clarification of “Ethical Conduct in outside Collaborative Activities”

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From time to time BC Hydro or its employees are asked to participate in collaborative activities with other public sector or private sector organizations. These activities could include such things as being a member of a task force, participating in community consultations, conducting research or studies, managing a tender call or request for proposal (including such activities as defining the terms of reference, evaluating the tenders or proposals, administering the services/work), etc. Often the participants are looking to BC Hydro employees to provide the expertise necessary to carry out particular aspects of these activities.

If BC Hydro were conducting these activities solely on its own behalf, the Code of Conduct would apply to all the activities of its employees and BC Hydro would have confidence that it was conducting its business ethically and with integrity.

When engaging in these activities as part of a collaborative effort, BC Hydro has no assurances that the other participants understand or share the principles upon which the Code of Conduct is based. Without this understanding BC Hydro or its employees may be placed in a situation that would be considered unacceptable in BC Hydro operations.

The following guidelines have been prepared to assist BC Hydro employees to anticipate any compromising situations that might occur in the proposed collaborative activity and to reach some understanding with the other participants in advance on the ethical standards to be applied to the activity if BC Hydro employees are to participate.

1. When first approached to engage in a collaborative activity, BC Hydro employees are encouraged to assess the risk or likelihood of individuals or organizations participating in this activity having an actual or potential conflict of interest.
2. BC Hydro employees should advise the other participants that BC Hydro employees are obliged to conduct themselves in accordance with BC Hydro's Code of Conduct and that they cannot engage in the collaborative activity if it will result in the contravention of the principles of ethical conduct set out in the Code. Employees should provide participants with the statement following:

BC Hydro Code of Conduct Issues

Our Code of Conduct requires us to help BC Hydro act with integrity in all of its dealings. We want to ensure that we do not participate in or facilitate any activity that would be contrary to the principles of ethical conduct set out in our Code. The following are some examples of situations about which we are concerned:

- Conflicts of interest are to be avoided. A person who in the course of participating in the proposed collaborative activity has the opportunity to influence a decision that could provide a financial or economic benefit to that person or a closely associated person or organization would be in a conflict of interest.

- Confidential information should be kept confidential. Confidential information provided by BC Hydro or any other participant in the activity should not be disclosed to any other person for purposes unrelated to the activity or for purposes not otherwise approved.
- Participants in the proposed collaborative activity should not take advantage of any information obtained during the course of that activity to further their own interests or the interests of those with whom they are closely associated. All persons who may wish to make a proposal or tender on any work being managed by the collaborative activity should be treated fairly and equitably. Everyone should have access to the same information and no one should be given preferential treatment.
- No person participating in the proposed collaborative activity should misrepresent their authority to speak or to take public positions on issues.

If any individual or organization participating in this proposed collaborative activity anticipates any difficulties or issues arising out of these types of situations, please identify them as soon as possible for discussion and resolution.

As representatives of BC Hydro, we may be required to withdraw from this activity at any stage if we are asked to condone or facilitate any conduct which is contrary to the principles of ethical conduct set out in our Code. The full Code can be found on the internet at www.bchydro.com/policies/openness/openness.

Please note that for purposes of this discussion BC Hydro includes all of its subsidiaries.