

ETHICS AGREEMENT (Individual)
Agreement to abide by the
Educational Liaison Association of Alberta's
Statement of Ethics and Post-Secondary Events (PSE) Policy

This agreement is to be signed by all recruitment professionals participating in ELAA events. By signing this agreement the Participant agrees to abide by ELAA's Statement of Ethics. The Participant agrees that failure to comply with the Statement of Ethics may result in the suspension of the Participant (Bylaw 4) and its agents or representatives from any and all participation in current and future ELAA activities.

Post-Secondary Event (PSE) Policy

1. ELAA will coordinate and schedule Post-Secondary Events (PSE) within the province of Alberta or other provinces deemed appropriate during the membership year.
2. The planning and coordination of the PSE schedule will be chaired by the PSE Coordinators, with the assistance of the Executive members.
3. Within existing operational resources and the overall recruitment mandates of member institutions, representatives shall give priority to their confirmed scheduled events, for their recruitment activities.
4. ELAA members are responsible to confirm or decline participation, in a timely manner, for all scheduled events.
5. Representatives shall be prompt and attend all confirmed events.
6. Representatives shall continue their active participation in a confirmed event throughout the scheduled timeframe of the event, unless prior approval has been given, by the event organizers, for all participants to conclude activities.
7. Representatives shall notify the weekly coordinator if they will not be attending an event where their participation has been previously confirmed.

Statement of Ethics

Institutional recruitment professionals, by virtue of their responsibilities within the academic community, represent their colleges, universities and polytechnics to the larger society. They have, therefore, a special duty to exemplify the best qualities of their institutions, to observe the highest standards of personal and professional conduct, and to agree to adhere to the following principles:

- a. Representatives promote the merits of their institutions and of education generally, without disparaging other post-secondary institutions and/or programs.
- b. The words and actions of representatives embody respect and truth, fairness, free enquiry and the opinion of others.
- c. Representatives respect all individuals without regard to race, colour, creed, marital status, gender, sexual orientation, ethnic or national identity, ability or age.
- d. Representatives uphold the professional reputation of the officers and give credit for ideas, words, or images originated by others.

- e. Representatives safeguard privacy rights and confidential information.
- f. Representatives do not grant or accept favours for personal gain, nor do they solicit or accept favours for their institutions where a higher public interest would be violated.
- g. Representatives avoid actual or apparent conflicts of interest and, if in doubt, seek guidance from the appropriate authorities such as the ELAA Executive and/or one's direct supervisor.
- h. Representatives follow the letter and spirit of laws and regulations affecting institutional advancement.
- i. Representatives will only use one table per event. If all other ELAA institutions and associate members have been accommodated, and if space permits, up to a MAXIMUM of two tables, booked in advance online, may be permitted for any institution wishing for another table.
- j. Representatives observe these standards, and others that apply to their professions and actively encourage colleagues to join them in supporting the highest standards of conduct.
- k. Representatives' use of any and all social media related to ELAA is not governed by ELAA and will not be monitored.