



RIDEAU HALL

CHANCELLERY OF HONOURS  
CHANCELLERIE DES DISTINCTIONS HONORIFIQUES

**Statement of Best Practices  
Order of Canada Advisory Council  
Adopted on July 22, 2019**

**Our Vision**

I understand that serving on the Order of Canada Advisory Council (the “Advisory Council”) is a privilege and that we are custodians of decisions of historical significance. We strive for integrity and excellence in our honours in confidence deliberations, guarding the Order of Canada program character, and maintaining its credibility and reputation. We serve with professionalism, discretion and humility. Recognizing that respect and trust are the underpinnings of all successful relationships, we show respect for the Crown, for one another and for the employees of the Office of the Secretary to the Governor General. We seek to protect public confidence by acting honestly, fairly and impartially.

**Commitment to Ethical Principles**

I undertake to:

- 1) Communicate openly and honestly, treating people with dignity, courtesy and fairness; demonstrate openness and do what we commit to doing or explain myself when this is not possible;
- 2) Safeguard—and be discreet about—information that is given to me in confidence and protect the confidential information that we hold, with respect to the analysis, evaluation and recommendation of a nomination;
- 3) Remain politically neutral in carrying out my responsibilities and be seen to perform my duties in a manner that is just, fair and free from bias and self-interest;
- 4) Uphold high ethical standards and always put the public interest above my private interest;
- 5) Thoroughly read the information provided to me and make recommendations based on defensible criteria and ensure that my fellow Advisory Council members understand my advice

and recommendations.

### **Conflict of Interest Guidelines**

- 1) When I believe that I may be in a conflict of interest situation, I will openly declare it to the Advisory Council.
- 2) I will disclose to the Advisory Council relationships I have with candidates that might be seen to create a conflict of interest, including those with business partners, family members and close friends; and  
  
I will recuse myself if I have, prior to being appointed to the Advisory Council, had any input in relations to a given nomination that is under consideration.
- 3) I will not use my position as a member of the Advisory Council to participate in or influence a nomination process.
- 4) I will recuse myself from making a decision or being present during a discussion when I am in a conflict of interest.
- 5) I will not seek to benefit from, or seek to have others benefit from, decisions made by the Advisory Council.
- 6) I will not disclose confidential information during or after my term as an Advisory Council member.

### **Attestation**

As a member of the Order of Canada Advisory Council, I confirm that I understand and agree to abide by this Statement of Best Practices of the Order of Canada Advisory Council.

Signature

Date

Name (Printed)