



## **Summary of APRA Policies in Place – Last Updated September 2024**

1. Members Code of Conduct and Ethics – Enacted May 2021
2. Non-Discrimination Policy – Enacted May 2021
3. Directors Code of Conduct and Ethics Policy – Enacted May 2021
4. Suspension or Cancellation of Membership Policy – Enacted May 2021
5. Removal of Inactive Board Members Policy – Enacted May 2021
6. Policy for Election to the Executive – Enacted Nov 2022
7. Privacy and Information Protection Policy – Enacted June 2024
8. Competition Act Compliance Policy – Enacted Sept 2024

**All policies are to be reviewed at least every two years.**



## Members Code of Conduct and Ethics

Members of the Alberta Plastics Recycling Association (APRA) shall:

Endeavor to promote and facilitate plastics recycling and responsible management of plastics.

1. Conduct their business with proper regard for safety, health and welfare of employees and the public, and for the protection of the environment;
2. Conduct their business in full compliance with both the letter and the spirit of all applicable laws, regulations and policies of Municipal, Provincial and Federal jurisdictions; and
3. Conduct themselves toward other members with fairness, trust, and in good faith;
  - a. No member shall commit or condone unethical or illegal acts or instruct another member, supplier or employee, to do so.
  - b. Members are neither endorsed by the APRA nor by affiliated sponsors or other members.

Members of APRA recognize that the *Members Code of Conduct and Ethics* is founded upon integrity, competence, devotion to service and protection of the environment.

*Approved May 2021*

*Updated May 2024*

### REVIEW PERIOD

The APRA *Members Code of Conduct and Ethics* shall be reviewed by the Board of Directors no less frequently than every two years from commencement in May 2021.

## **Non-Discrimination Policy**

### **BACKGROUND**

The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique and recognizing our individual differences. These can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical ability, religious beliefs, political beliefs, or other ideologies. It is the exploration of these differences in a safe, positive, and nurturing environment. It is about understanding each other and moving beyond simple tolerance to embracing and celebrating the rich dimensions of diversity contained within each individual.

### **EXPECTATIONS**

The Alberta Plastics Recycling Association (APRA) encourages diversity, and is an organization that enables its employees, Directors, Committee members, and members to contribute fully regardless of any differences.

### **REPERCUSSIONS**

Failure to adhere to the *Non-Discrimination Policy* could result in censure and/or suspension from the Board and/or Committee(s).

*Approved May 2021*

*Updated May 2024*

### **REVIEW PERIOD**

The *Non-Discrimination Policy* shall be reviewed by the Board of Directors no less frequently than every two years from commencement in May 2021.

## Directors Code of Conduct and Ethics Policy

As a member of the Board or a Committee, Directors have a fiduciary duty to the Alberta Plastics Recycling Association (APRA), even if APRA positions may be in opposition to those of any other organization they belong to. Directors are required to make decisions in the best interests of APRA and its members.

Directors of the Board and Committee members of the APRA are required at all times to adhere to the following ethical standards:

1. Act in accordance with and display utmost good faith towards the APRA;
2. Act in the best interest of the APRA;
3. Represent the interests of all members served by the APRA;
4. Do not use their position for personal advantage or for the advantage of friends and associates;
5. Respect the confidentiality of information received as a member of the Board or of a Committee;
6. Respect and publicly support decisions of the Board;
7. Approach all Board issues with an open mind, and be prepared to make decisions in the best interest of the APRA;
8. Do not violate the trust of those by whom they were elected or appointed;
9. Endeavor to promote and facilitate plastics recycling and responsible plastics management;
10. Conduct their business with proper regard for safety, health and welfare of employees and the public, and for the protection of the environment;
11. Conduct their business in full compliance with both the letter and the spirit of all applicable laws, regulations and policies of Municipal, Provincial and Federal jurisdictions; and
12. Conduct themselves toward other members and the public with fairness, trust and in good faith;
  - a. No Director shall commit or condone unethical or illegal acts or instruct another member, supplier or employee, to do so.
  - b. Directors are neither endorsed by the APRA nor by affiliated sponsors or other members unless delegated to do so.

Members of the APRA recognize that the organization's *Directors Code of Conduct and Ethics Policy* is founded upon integrity, competence, devotion to service and protection of the environment.

*Approved May 2021*

*Updated May 2024*

### REVIEW PERIOD



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The *Directors Code of Conduct and Ethics Policy* shall be reviewed by the Board of Directors no less frequently than every two years from commencement in May 2021.

## Suspension or Cancellation of Membership Policy

### POLICY

It is within the authority of the Board of Directors of the Alberta Plastics Recycling Association (APRA) to, with cause; approve the suspension or cancellation of a membership with the APRA (*Bylaws 2.7 Cancellation of Membership*). Valid reasons for suspension or cancellation include, but are not limited to, 1) a violation of the APRA's *Members Code of Conduct and Ethics*, 2) a violation of the APRA's *Non-Discrimination Policy*, or 3) fraudulent or illegal actions as proven in a court of law.

### PROCEDURE

1. A Director of the Board may begin the process of suspending or cancelling a membership by submitting a Request for Decision (RFD) for suspension or cancellation and requesting it be added to the agenda at the next general Board meeting. The RFD must contain the reasons and proof of any misconduct used as the basis for the suspension or cancellation request.
2. The Member who is the subject of the RFD shall be notified immediately following the Board meeting and invited to attend the next general or special meeting of the Board if they wish to object to the request for suspension or cancellation of their membership. The member will be advised of the APRA's reasons for having called for such a vote and given the opportunity to provide evidence as to why their membership should not be suspended or cancelled.
3. Following the Member's provision of evidence, a vote will be held on the motion for suspension or cancellation, requiring the approval of not less than two-thirds of Directors for the vote. Following any suspension or cancellation, the registers maintained by the APRA shall be amended accordingly.
4. Any membership suspended or cancelled shall result in the suspension or cancellation of membership privileges or powers in the APRA until such time as their membership is reinstated. Reinstatement requires that the suspended or cancelled member submit a new application for membership and further requires another vote and approval of not less than two-thirds of Directors to approve the reinstatement. Directors may choose to reinstate members with conditions including a probation period if they think such conditions are in the best interest of the APRA.

*Approved May 2021*

*Updated May 2024*

### REVIEW PERIOD

The *Suspension or Cancellation of Membership Policy* shall be reviewed by the Board of Directors no less frequently than every two years from commencement in May 2021.



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## Removal of Inactive Board Members Policy

### **POLICY**

The purpose of this policy is to ensure that the Board is governed by engaged Directors, and that absentee Directors do not continue to occupy seats on the Board.

### **PROCEDURE**

Any Director that has been absent from 25% of Board meetings, including the Annual General Meeting (AGM) within a 12-month cycle of the Alberta Plastics Recycling Association (APRA) (from one AGM to the next) will be contacted by the President of the Board in writing, requesting his or her attendance at the next regular meeting or notification of special circumstances that prevent the member from attending such meeting.

In the absence of the Director's attendance or a satisfactory response at the next regular meeting of the Board, the President shall call for a vote of the Board on a recommendation to expel the Director and declare their seat vacant.

*Approved May 2021*

*Updated May 2024*

### **REVIEW PERIOD**

The *Removal of Inactive Board Members Policy* shall be reviewed by the Board of Directors no less frequently than every two years from commencement in May 2021.

## Policy for Election to the Executive

Any member of the Board of Directors in good standing shall be eligible for nomination to the Executive. The term of the Executive position is the same as the term of the individual Director, which is two years. After two years, the Director has to be re-elected into the position.

At the Board meeting following the AGM, the Chair shall:

- Call for nominations from the floor prior to the election of the open Executive positions, starting with the President, Vice-President, Treasurer and then Secretary;
- Declare nominations to be closed when no further nominations from the floor are made;
- Identify the persons nominated for each Executive position;
- Declare a Director to be elected by acclamation if they are the only nominee for a position on the Executive;
- If more than one Director allows their name to stand for a position, distribute a voting link to each Director to elect a new Executive;
- Allow each nominee two minutes to speak to why they would like to be on the Executive;
- Call for Directors to mark their ballots – identifying one candidate per position;
- The Chair will tally the votes. If a race for any Executive position ends in a tie-vote then the Chair will cast the deciding vote; and
- Identify the successful candidates for the Executive positions.

If the Chair is up for re-election, then an alternate Executive member who is not up for re-election to the Executive will step in as Chair for the election process at the discretion of the Board.

If a vacancy occurs during an Executive's term, nominations will be called for in accordance with this policy and an election will be held at the next scheduled meeting of the Board of Directors to fill the remainder of the Executive position's term.

*Approved November 2022*

*Updated May 2024*

### REVIEW PERIOD

The *Policy for Election to the Executive* shall be reviewed by the Board of Directors no less frequently than every two years from commencement in November 2022.



## Privacy and Information Protection Policy

### Background

This *Privacy and Information Protection Policy* explains how the Alberta Plastics Recycling Association ("APRA", "we," "us," or "our") collects, uses, shares, and safeguards personal information when you use our websites, mobile applications, social media profiles, and other digital services and platforms (collectively, the "Services"). By using our Services, you consent to the practices described in this *Privacy and Information Protection Policy*.

### Information We Collect

We may collect personal information that identifies you directly or indirectly, as well as other information when you use our Services. This includes:

- **Information You Provide Voluntarily:** Such as your name, contact details, payment information, login credentials, employment information, and user-generated content when you create an account, register for events, apply for membership, make purchases, participate in surveys, or contact us.
- **Information Collected Automatically:** Through cookies and similar technologies, such as IP addresses, device information, browsing data, and other internet activity information.

### How We Use Your Information

We use your personal information for various purposes, including:

- **Providing Services:** To deliver our services, process transactions, and fulfill orders.
- **Communication:** To communicate with you, respond to your inquiries, and provide customer support.
- **Personalization:** To personalize your experience and deliver content and advertisements tailored to your interests.
- **Marketing and Advertising:** To send you promotional materials and other communications.
- **Fraud Prevention:** To detect and prevent fraud, abuse, and other harmful activities.
- **Legal Compliance:** To comply with legal obligations and regulatory requirements.
- **Protecting Our Interests:** To protect our rights, property, and interests.

### How We Share Your Information

We may share your personal information with third parties for the following reasons:

- **Service Fulfillment:** To fulfill service requests and perform business functions.
- **Legal Requirements:** To comply with legal obligations and respond to legal processes.
- **Business Interests:** When we have a legitimate business interest, such as improving our services or conducting research.

We may also publish your personal contact information, company information, and other details in membership directories, registration lists, and other materials related to APRA's programs and events. You can request to have your information suppressed from these materials by contacting us.

### Your Privacy Rights

Subject to applicable laws, you may have the right to:

- Access your personal information.
- Correct any inaccuracies in your personal information.
- Delete your personal information.
- Object to the processing of your personal information.

You can manage your preferences and opt out of marketing communications through your account settings or by contacting us.

### **Information Security**

We implement reasonable security measures to protect against unauthorized access, alteration, disclosure, or destruction of personal information.

### **Changes to This Policy**

We may update this *Privacy and Information Protection Policy* from time to time. The latest version will be posted on our websites, and your continued use of our Services constitutes your acceptance of the updated *Policy*.

### **Contact Us**

For more information about our privacy practices or to exercise your rights, please contact us at [*insert contact information*].

**Approved:** June 2024

### **REVIEW PERIOD**

The *Privacy and Information Protection Policy* shall be reviewed by the Board of Directors no less frequently than every two years from commencement in June 2024.

## Competition Act Compliance Policy

### BACKGROUND

The Alberta Plastics Recycling Association ("APRA") is committed to complying with both the spirit and the letter of the *Competition Act* (Canada) (the "Act") in a clear, continuous and unequivocal manner. To formalize and ensure compliance with the Act, the APRA has adopted this *Competition Act Compliance Policy* (the "Policy"), which aims to ensure that all members of the APRA comply with "APRA Guidelines for Meetings of Competitors and Members" as well as applicable competition laws and regulations during all membership meetings and events organized by the APRA. The Policy seeks to promote fair competition among members, prevent anti-competitive practices, and protect the integrity of our association's activities. This Policy applies to all members of the APRA, including the APRA's employees, contractors, officers, directors, and agents, in all locations where the association operates.

The Policy is not intended to restrict the legitimate roles of the APRA as an industry leader in facilitating plastics recycling, responsible management of plastics and fostering industry cooperation and increasing the voice for communications, policy development and developing effective partnerships with governments, other stakeholders and the public.

### REPORTING AND ENFORCEMENT

Members are encouraged to report any suspected violations of this Policy to the APRA's Executive Director. Reports can be made confidentially and anonymously. Violations of this Policy may result in disciplinary action by the APRA, up to and including expulsion from the association. APRA may also report violations to relevant regulatory authorities, which could result in legal action, fines, or other penalties.

### RESPONSIBILITIES

#### Members

All members are responsible for understanding and complying with this Policy. Members must seek guidance from the APRA's Executive Director if they have any questions or uncertainties regarding competition laws and this policy.

#### Board of Directors

The Board of Directors is responsible for ensuring that all members are aware of and adhere to this Policy. The Board must also monitor compliance among members and report any suspected violations.

#### Executive Director

The Executive Director is responsible for providing guidance, training, and oversight regarding competition compliance. The Executive Director will also handle investigations and reports of suspected violations.

**Approved:** in progress

### REVIEW PERIOD

The *Competition Act Compliance Policy* shall be reviewed by the Board of Directors no less frequently than every two years from commencement in September 2024.

## Competition Statement

The *Competition Act* (Canada) (the “Act”) seeks to protect consumers and employees from anti-competitive behaviour amongst businesses that have the potential to harm Canadians. In particular, the Act prevents businesses from conspiring to take measures that inflate the cost of goods and services in the Canadian marketplace or that might make it more difficult for other businesses to compete. The Act also prevents businesses from taking measures that have the potential to suppress employee wages or limit their mobility.

This statement is used by the Alberta Plastics Recycling Association (“APRA”), its consultants, members, and participants of any APRA sponsored or organized meeting or gathering. APRA assigns the highest priority to full compliance with both the letter and the spirit of the Act, and it is vital that each meeting be conducted in a manner consistent with the APRA's *Competition Act Compliance Policy*. It is critical that APRA members abide by the guidelines set out in the APRA's *Competition Act Compliance Policy*, which are designed to avoid not only actual wrongdoing but also the appearance of wrongdoing. It is the APRA's policy that all individuals present in these meetings, including but not limited to consultants, members, and participants, shall not discuss prices, bids, market allocation, production capacities or output, or any other matters relating to competition among the members.

While the APRA does not offer goods and services to the marketplace generally or have any competitors in the traditional sense, we must nonetheless ensure that our members' participation in APRA activities (including committees) does not lead to a breach of the Act. The Act also imposes certain limits with respect to the commercial activity of companies that, by virtue of their membership in the APRA, may enjoy collective market power. It is important that APRA members do not engage, under the auspices of APRA, in coordinated behaviours or practices that restrict competition or target competitors who are not members of the APRA. The consequences of violating the Act can be very serious and may constitute a prosecutable offence that may lead to fines, imprisonment, significant reputational damage and/or civil damages can flow from breaches of the Act.

The APRA Executive Director is responsible for ensuring APRA's compliance with the Act. If at any time during the course of the meeting, the APRA Executive Director or APRA Board Director believes that a sensitive topic under the Act is being discussed, or is about to be discussed, they will so advise the meeting and halt further discussion. As attendees at this meeting, you should likewise not hesitate to voice any concerns you may have in this regard.

**It is important to bear in mind that those in attendance at this meeting may be your competitors. All parties should take the appropriate precautions to avoid conversations, discussion, and interactions that may lead to the disclosure of competitive and/or sensitive information. Any discussions of commercial matters with one's competitors may create the appearance of an Act violation, even though there is none. Whether confidential and/or sensitive information is obtained on purpose or accidentally, the same standard of care applies as information relating to the aforementioned disclosures are privileged.**

**Approved:** September 2024

### REVIEW PERIOD

The *Competition Statement* shall be reviewed by the Board of Directors no less frequently than every two years from commencement in September 2024.