



Terms of Reference Ethics Advisor

1. Mandate

To act as Ethics Advisor to the Board of Directors (Board), individual Board Members (Board Members) and certain employees of BC Assessment as provided for under BC Assessment's Standards of Conduct Policy and any related procedures.

The Ethics Advisor contributes to the good governance of BC Assessment and assists the organization in maintaining high ethical standards of conduct and the reputation of BC assessment.

2. Independence

In exercising their duties, the Ethics Advisor will be independent from the Board, Board Members, the CEO and BC Assessment employees.

3. Confidentiality

The Ethics Advisor will maintain strict confidentiality with respect to information known to them in fulfilling the duties of the office, except that they may disclose information to others on a strict 'need to know' basis. In contacts with individuals, the Ethics Advisor shall explain the extent to which it may be necessary to disclose information provided by them to others.

4. Responsibilities

4.1. Advice

The Ethics Advisor will be available to the Board, Board Members and certain employees of BC Assessment as provided for under BC Assessment's Standards of Conduct Policy and any related procedures, for consultations on questions pertaining to BC Assessment's Standards of Conduct Policy and any related procedures.

4.2. Conflicts of Interest

The Ethics Advisor will provide advice to the Board, Board Members and certain employees of BC Assessment as provided for under BC Assessment's Standards of Conduct Policy and any related procedures on actual or perceived conflicts of interest, including actions for avoiding conflicts of interest. This includes providing advice to the CEO, at the CEO's request, on actual or perceived conflicts of interest involving Senior Staff of BC Assessment (Senior Staff).

4.3. Annual Review and Education



The Ethics Advisor will meet annually with the Chair of BC Assessment's Governance Committee to review BC Assessment's Standards of Conduct Policy and any related procedures and the Chair will meet with the Committee on the status of such meeting.

The Ethics Advisor will, at the request of the Chair of BC Assessment's Governance Committee meet with the Board and CEO to provide education and guidance on BC Assessment's Standards of Conduct Policy and any related procedures and on any topics or ethical standards that may be of interest to Board Members in carrying out this responsibility.

5. Details of Appointment

All other details of the appointment including term and remuneration will be set out in an agreement with the Ethics Advisor.