



Policy on the Enforcement of the Code of Conduct and Ethics for Candidates Participants in the CIA Education System

Document 222171

Context and Purpose

The purpose of ~~this policy is to outline the process and procedures for the monitoring and enforcement of the Canadian Institute of Actuaries (CIA) Code of Conduct and Ethics for Candidates Participants in the CIA Education System (Candidate Education Code)~~. The goal is to ~~require~~ ensure that persons who are participating in the CIA education system ~~actuarial candidates~~ ~~to~~ adhere to the high standards of conduct, practice, and qualifications of the actuarial profession, thereby supporting the actuarial profession in fulfilling its responsibility to the public.

~~This policy specifies the application of the Candidate Code, as well as the associated procedures and disciplinary actions.~~

Scope

~~This policy e Candidate Code is applicable to actuarial candidates who are non-all members of the CIA and who are pursuing actuarial education through the CIA's education system (participants) and outlines the process and procedures related to a potential violation of the Candidate Education Code, which would be subject to review and assessment by the Education and Qualification Council (EQC), in accordance with this policy. The Candidate Code will be applicable until a candidate is admitted to membership in the CIA by the Education and Qualification Council (EQC), at which point they are subject to the CIA Rules of Professional Conduct. ("Members" include Associates, Affiliates, Correspondents, and Fellows of the CIA.)~~

~~Following review and assessment by the EQC, any violation of the Candidate Education Code that is deemed to also be a potential offence¹, may be cause for further action under the CIA disciplinary process, and would be referred to the CIA Professional Conduct Board.~~

Application

~~This policy applies to actuarial candidates. An actuarial candidate is a person who has registered for or completed any recognized CIA educational or evaluative activity (e.g., recognized university courses for the purposes of the University Accreditation Program (UAP), recognized examinations, courses and modules administered by approved education partners, and the CIA's own education programs such as the Practice Education Course (PEC), Professionalism Workshop, or other education programs that may be offered from time to time).~~

Policy Statements

1 - Adherence to the Candidate Education Code

- a. ~~An actuarial candidate participant must adhere to the Candidate Education Code throughout their time as a participant to the CIA education system.~~

¹ An "offence", as defined in the CIA Bylaws, means Any violation of the *Bylaws, Standards of Practice, or Rules of Professional Conduct* of the Institute.

- ~~a. must comply with both the letter and spirit of the Candidate Code. An actuarial candidate who commits a material violation of the provisions of the Candidate Code shall be subject to the related discipline procedures outlined in this policy.~~
- ~~b. Actuarial candidates taking part in exams or other educational activities recognized by the CIA are expected to comply with these organizations' codes, and failure to do so may expose actuarial candidates to the discipline process of these organizations and any associated discipline processes of the CIA such as the Code of Conduct and Ethics for Candidates in the CIA Education System, and upon becoming a member of the CIA, the CIA Discipline Process.~~
- ~~c. Actuarial candidates seeking credit under the UAP are furthermore subject to the accredited universities' internal codes of conduct and/or disciplinary process.~~
- ~~d. b. Attestation of adherence to the Candidate Education Code and to the present Policy shall be expressed upon registration for an educational activity or examination provided by the CIA.~~
- ~~c. Attestation of Candidate consent to adherence to the Candidate Education Code and to the present Policy shall be implied also given upon registration for an educational activity provided by a CIA-accredited university or other an CIA education partner of the CIA.~~

2 - Violation of the Candidate Education Code (including potential sanctions)

- ~~a. A participant who has allegedly violated the provisions of the Candidate Education Code shall be subject to the review and assessment process and procedures outlined in this policy.~~
- ~~b. Any violation of the Candidate Education Code that is deemed to also be a potential offence, may be cause for further action under the CIA disciplinary process, and would be referred to the CIA Professional Conduct Board.~~
- ~~c. If a participant violates the Candidate Education Code, the CIA may:

 - ~~i. Issue a warning – The participant would be issued a warning, reminding them of the importance of strict adherence to the Candidate Education Code and advising the participant of the possibility of further sanctions or disciplinary action for any future violations of the Candidate Education Code.~~
 - ~~ii. Issue a ban from involvement in the CIA education system – The participant would be banned from taking any CIA-sponsored exams or applying for credit for any educational activity sponsored by the CIA, a CIA-accredited university, or other CIA education partner, for a specified period of time, to be determined solely by the EQC, based on the nature and gravity of the violation. The CIA would not recognize any examination or activity that is completed during the period of the ban.~~
 - ~~iii. Implement other measures the EQC believes will appropriately address the violation.~~
 - ~~iv. Refer the matter to the CIA Professional Conduct Committee Board for further disciplinary action.~~~~
- ~~e. **Reporting a violation of the Candidate Education Code**~~

2-3 - Process

- ~~a. A person/individuals who believes they have evidence of a possible violation of the Candidate Education Code may submit a written report to the EQC detailing the alleged violation. Evidence supporting the alleged violation should be submitted with the report.~~
- ~~b. Infraction-All violation reports must be submitted for to the attention of the CIA Director of Education and International Affairs within a reasonable period 15 days of after learning of the alleged violation.~~
- ~~c. Head Office itshall-will- notify the participant of the allegation against them.~~

~~d. The EQC may initiate a review of an actuarial candidate participant's conduct at any time, at its sole discretion, with or without the receipt of an infraction violation report, or a conversation with the actuarial candidate.~~

~~d.4 - **Review and Assessment of an alleged violation of the Candidate Education Code**~~

~~a. The CIA Director, Education and International Affairs will receive all violation reports and gather the relevant information regarding the alleged violation, for review by the EQC.~~

~~b. The EQC will review the report and relevant available information, including any advice or recommendations from Head Office, and determine whether there is sufficient evidence that a violation has occurred.~~

~~c. If the EQC determines that a violation has occurred, Head Office shall will notify the participant, within five days of the EQC's decision.~~

~~d. The participant shall be provided with an opportunity to provide a response to the determine the alleged violation, within 15 days of the notice.~~

~~e. Within 15 days of receipt of the participant's information, or the expiry of the 15 day period for the participant to respond with additional information, the EQC will review any additional information and determine whether to~~

~~i. dismiss the report;~~

~~ii. seek additional information; or~~

~~iii. require appropriate remedial action or apply a sanction, appropriate in remedial or disciplinary action to be taken, accordance with Section 2 of this policy based upon a recommendation by the designated Head Office staff.~~

~~e.f. The participant Such action will shall be be informed of the EQC's communicated decision, d in writing, to the within 15 days actuarial candidate.~~

~~f. An actuarial candidate may respond, within ten (10) business days from the date of the initial notice, to provide the EEC any information and representations that he or she would like to have considered prior to the EEC's final determination.~~

~~g. The EEC will proceed with its final determination of the remedial or disciplinary action and the designated Head Office staff will inform the actuarial candidate in writing.~~

~~**3 Disciplinary Sanctions**~~

~~a. If an individual commits a violation of the Candidate Code while an actuarial candidate, the CIA may take appropriate disciplinary action under the Candidate Code and the present policy.~~

~~b. Sanctions may include, but are not limited to the following:~~

~~i. Warning the actuarial candidate is issued with a warning, reminding him or her of the importance of strict adherence to the Candidate Code and advising him or her of the possibility of disciplinary action for future violations of the Candidate Code.~~

~~ii. Ban the actuarial candidate is banned from applying for credit for any educational activity sponsored or recognized by the CIA for a specified period of time, up to a lifetime ban.~~

~~iii. No educational activity sponsored or recognized by the CIA that is completed by the actuarial candidate during the period of the ban will be recognized by the CIA.~~

~~iv. Other measures the EQC believes will appropriately address the violation.~~

~~c. Any reprehensible action taken by an actuarial candidate (such as a violation of this Code and the present Policy) prior to becoming a member of the CIA may be cause for action under the CIA discipline process upon becoming a member of the CIA.~~

~~**4-5 - Appeal of a determination of a violation of the Candidate Education Codes**~~

~~a. An actuarial candidate participant who is found guilty of a violation of the Candidate Education Code may appeal the EQC's decision termination that he or she violated the code. Appeals must be submitted in writing to the designated staff person, within 30 days of the date on which the actuarial candidate received the participant was notified of the notice of the EQC's decision findings.~~

b. ~~A request for appeal~~Appeals must include a statement of the basis of the appeal and any other materials in support of the ~~actuarial candidate~~participant's position.

5-6 - Appeal panel

~~e.a.~~ An appeal panel ~~(the Panel) will be formed, shall be appointed by the CIA Executive Director consisting of themselves, the CIA Director of Education and International Affairs; the CIA Staff Actuary, Education,; and three CIA members-at-large selected by the EQC who are not members of the EQC.~~

b. A participant may request a hearing with the appeal panel within 30 days of the date the participant was notified of the EQC's decision.

c. The ~~appeal p~~Panel ~~will~~ shall review all information relevant to the violation, including a report from the EQC outlining its decision and rationale~~determine, and any additional information provided by the participant, and shall determine,~~ by majority vote, whether to

i. Uphold;

ii. -reject; or

iii. verse, or modify the EQC's determination that a violation occurred and any remedial or disciplinary action taken ~~and related sanction.~~

d. The appeal panel shall render its decision and

~~e.d.~~ The Panel Head Office will shall communicate the decision, its decision in in writing, to the ~~actuarial candidate~~participant within 45 days of the appeal panel's ~~the convening appointment of the Panel.~~

5-7 - Appeal Appeal hHearings

~~a.~~ An actuarial candidate subject to a ban is entitled to a telephone hearing with the Panel, upon request.

~~b.~~ Where disciplinary action involves a lifetime ban, a hearing will be granted by the EQC.

~~c.~~ Where disciplinary action involves anything other than a lifetime ban, a hearing may be requested but will be granted only at the discretion of the EQC.

~~d.~~ An actuarial candidate requesting a hearing must still submit a written appeal, including a statement of the basis of the appeal and any other materials in support of the actuarial candidate's position.

~~e.~~ A request for a hearing must be made at the time the appeal is submitted.

~~f.a.~~ The format of a the hearing will shall be established by the EQC based upon the nature of the subject matter, the number of participating witnesses (if any), and any other relevant circumstances.

~~g.b.~~ No less than 30 days prior to the start of the hearing, the CIA Head Office shall send written notice to the actuarial candidate parties involved in the hearing, and his or her representative, with the details regarding the date, time and format of the hearing stating the details pertaining to the hearing.

~~h.c.~~ In a case where an in-person hearings is would be required, such hearings it shall be conducted at the CIA's offices Head Office in Ottawa, or at such other location as may be selected by the CIA, at its discretion.

~~i.d.~~ Travel costs and all other expenses incurred by the actuarial candidate participants and their his or her witnesses and representatives will be the sole responsibility of the participant actuarial candidate.

~~j.~~ The CIA will communicate the Panel's decision to the actuarial candidate in writing within 45 days of the hearing.

6-8 - Cooperation with recognized Other Organizations and universities

a. The EQC may disclose the results of its review and any ~~resulting remedial action or sanctions, or disciplinary actions~~ to any other recognized actuarial organizations or university ~~ies~~ having a legitimate interest, which may result in additional disciplinary action on the part these entities by such organizations.

b. ~~Upon request, the EQC may, at its discretion, provide to such entities, organizations all or part of its information relevant to the violation its disciplinary files, or portions of such files, if requested by such other organizations in connection with the application of disciplinary actions by such organizations, or the appeal of such actions by an affected actuarial candidate.~~

7-9 - Notification of violation to Law Enforcement

a. ~~In accordance with its duty to protect the public interest, the CIA may disclose the conclusion of a violation to the relevant law enforcement authorities when there is potential that the violation was also the likelihood of a contravention of a law in Canada.~~ **Because of its paramount role of protecting public interest, the CIA may disclose the**

Exemptions
N/A

Escalation Procedures/Management of Non-compliance with this Policy
N/A

Definitions and Abbreviations
N/A

Associated Documents
[CIA Code of Conduct and Ethics for Participants in the CIA Education System](#)
[Candidates](#)
[CIA Rules of Professional Conduct](#)
[CIA Not Registration Form](#)
[Practice Education Course Registration Form](#)
[Professionalism Workshop Registration Form](#)
[Application for UAP Credit](#)

References
N/A

Monitoring, Evaluation, and Review	
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Procedures

N/A