

Code of Conduct and Ethics for Candidates in the CIA Education System

The purpose of the Canadian Institute of Actuaries (CIA) Code of Conduct and Ethics for Candidates in the CIA Education System (“Candidate Code”) is to require actuarial candidates to adhere to the high standards of conduct, practice, and qualifications of the actuarial profession in Canada, thereby supporting the CIA in fulfilling its responsibility to the public.

An actuarial candidate 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 may be subject to the relevant associated discipline procedures of the CIA as outlined in the *Policy on Conduct and Ethics for Candidates in the CIA Education System*.

An “actuarial candidate” is a person who has registered for or completed any CIA-recognized 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), Professional Workshop, or other education programs that may be offered from time to time).

Actuarial candidates seeking credits under the UAP are furthermore subject to the accredited universities’ internal codes of conduct and/or disciplinary process. 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 processes of these organizations and any related discipline processes of the CIA such as this code.

The Candidate Code is applicable to actuarial candidates who are not members of the CIA and who are pursuing actuarial education. 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.)

Candidates who plan to become members of the CIA should also note that eligibility for membership is subject to the disclosure of a criminal conviction, which is defined in the CIA Bylaws as:

Any criminal offence, penal offence punishable by incarceration or offences of a similar nature for which the individual is convicted, found guilty of or pleads guilty to, and for which he or she has not been granted a record suspension, or a disciplinary determination of guilt other than a CIA Disciplinary Tribunal decision.

- RULE 1:** An actuarial candidate shall act honestly, with integrity and competence, to uphold the reputation of the actuarial profession.
- RULE 2:** An actuarial candidate shall not engage in any professional conduct involving dishonesty, fraud, deceit, or misrepresentation or commit any act that reflects adversely on the actuarial profession.
- RULE 3:** An actuarial candidate shall perform services with courtesy and professional respect. Services refer to work based on actuarial considerations including other services provided from time to time by an actuarial candidate to a client or employer.
- RULE 4:** An actuarial candidate shall attest compliance to all applicable rules governing recognized CIA educational activities and exams, including university courses taken as part of the University Accreditation Program. Such attestation is expressed upon registration for CIA educational activities and implied upon registration to an educational activity provided by an education partner of the CIA.
- RULE 5:** Actuarial candidates are not authorized to use, and therefore must never use membership designations of the CIA (ACIA/FCIA) until they are admitted to membership with the Institute by the EQC.
- RULE 6:** An actuarial candidate shall respond promptly, truthfully, and fully to any request for information by, and cooperate fully with, the appropriate disciplinary body of the CIA in connection with any disciplinary or other proceeding relating to the Candidate Code. The actuarial candidate's responsibility to respond shall be subject to applicable restrictions imposed by law, statute, or regulation.