

Policy on Conduct and Ethics for Candidates in the CIA Education System

Document 220065

Context and Purpose

The purpose of the Canadian Institute of Actuaries (CIA) Code of Conduct and Ethics for Candidates (Candidate Code) is to require 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

The Candidate Code is applicable to actuarial candidates who are non-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.)

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 Code

- a. 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 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. Attestation of adherence to the Candidate Code and to the present Policy is expressed upon registration for an educational activity provided by the CIA.
- e. Candidate consent to adherence to the Candidate Code and to the present Policy is also given upon registration for an educational activity provided by an education partner of the CIA.

2. Process

- a. Individuals who believe they have evidence of a possible violation of the Candidate 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 reports must be submitted for the attention of the CIA Director of Education and International Affairs within a reasonable period after learning of the alleged violation.
- c. The EQC may initiate a review of an actuarial candidate's conduct at any time, at its sole discretion, with or without the receipt of an infraction report or a conversation with the actuarial candidate.
- d. The EQC will review available information and determine whether there is evidence that a violation occurred. If the EQC determines that a violation has occurred, it will determine the appropriate remedial or disciplinary action to be taken, based upon a recommendation by the designated Head Office staff. Such action will be communicated in writing to the actuarial candidate.
- e. 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.
- f. 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. Appeals

- a. An actuarial candidate may appeal the EQC's determination 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 notice of the EQC's findings.
- b. Appeals must include a statement of the basis of the appeal and any other materials in support of the actuarial candidate's position.
- c. An appeal panel (the Panel) will be formed, consisting of the CIA Director of Education and International Affairs; the CIA Staff Actuary, Education; and three CIA members-at-large selected by the EQC.
- d. The Panel will determine by majority vote whether to uphold, reverse, or modify the EQC's determination that a violation occurred and any remedial or disciplinary action taken.
- e. The Panel will communicate its decision in writing to the actuarial candidate within 45 days of the convening of the Panel.

5. Appeal Hearings

- 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. The format of the hearing will 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. No less than 30 days prior to the start of the hearing, the CIA shall send written notice to the actuarial candidate and his or her representative, stating the details pertaining to the hearing.
- h. In a case where in-person hearings would be required, such hearings shall be conducted at the CIA's offices, or at such other location as may be selected by the CIA, at its discretion.
- i. Travel costs and all other expenses incurred by the actuarial candidate and his or her witnesses and representatives will be the responsibility of the actuarial candidate.
- j. The CIA will communicate the Panel's decision to the actuarial candidate in writing within 45 days of the hearing.

6. Cooperation with Other Organizations

- a. The EQC may disclose the results of its review and any resulting remedial or disciplinary actions to any other recognized actuarial organizations or universities having a legitimate interest, which may result in disciplinary action by such organizations.
- b. The EQC may, at its discretion, provide to such organizations 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. Notification of violation to Law Enforcement

Because of its paramount role of protecting public interest, the CIA may disclose the conclusion of a violation to the relevant law enforcement authorities when there is the likelihood of a contravention of a law in Canada.

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 Candidates](#)[CIA Rules of Professional Conduct](#)[CIA Net Registration Form](#)[Practice Education Course Registration Form](#)[Professionalism Workshop Registration Form](#)[Application for UAP Credit](#)**References**

N/A

Monitoring, Evaluation, and Review

Approval date	December 4, 2019
Effective date	January 1, 2020
Approval authority	Board
Review owner	Education and Qualification Council
Prior review and revision dates	September 20, 2016
Review cycle	Every five years
Next review date	2024

Procedures

N/A