Sample #2 Code of Conduct for Board Members

This Code of Conduct represents the Council’s commitment to high standards. It should be regarded as minimum expectations for performance.

A Board member who fails to comply with this policy shall be considered in violation of the agreement and will be subject to appropriate disciplinary action.

# Compliance with Laws

Board members will conduct the organization’s business in accordance with applicable legislation, including: Alberta Societies Act, Employment Standards Code of Alberta,

Freedom of Information and Protection of Privacy Act, Alberta Human Rights legislation.

# Compliance with the Policies of the Organization

Board members will comply with the policies and by-laws of the organization, as they relate to their position. This includes conflict of interest and information management policies.

# Conflict of Interest

Board members must act in the best interests of the organization and avoid situations where their personal interests or relationships interfere with acting in good faith on behalf of the organization.

Board members may not engage in activities that are in conflict with the interests of the organization, that may negatively impact the reputation of the organization, or that interfere with employees’ performance of the job.

# Gifts or honoraria

It is not permissible to offer or accept gifts, gratuities, excessive favours or personal rewards intended to influence the organization’s decisions or activities.

It is permissible to accept gifts of a nominal value (e.g.. pens, calendars, advertising items) in recognition of work well done. Board members are not permitted to accept cash under any circumstances. Board members, if representing the Board, must turn over to the organization any honoraria they receive.

# Confidentiality

Board members must maintain the highest standards of confidentiality regarding information obtained directly or indirectly through their involvement with the organization. This includes information about volunteers, Board members, funders, donors, member organizations, partners, employees, contractors, and job applicants.

Board members must avoid inadvertent disclosure of confidential information through casual or public discussion, which may be overheard or misinterpreted.

# Use of materials and property

Materials and programs developed for the organization are the property of the organization and are not to be used in situations external to the organization without prior approval.

Office equipment is not to be used for personal purposes. Board members are required to obtain permission from the Coordinator before removing any of the organization’s property from the premises. Internet and email are to be used in a responsible and professional manner. Board members are prohibited from sending material that is threatening, obscene, hateful, racist or otherwise inappropriate.

# Drug and alcohol abuse

Board members who attend meetings or represent the organization while under the influence of drugs or alcohol will be disciplined and may be removed.

# Discrimination

Board members are expected to comply with the Alberta Human Rights, Citizenship and Multiculturalism Act and not to discriminate by reason of race, religious belief, colour, gender, mental or physical disability, marital status, ancestry, age, place of origin, family status, source of income or sexual orientation.

# Harassment

Harassment, interpreted as unwelcome conduct, comment, gesture, contact, or intimidating and offensive behaviour likely to cause offence or humiliation, will not be tolerated and may result in disciplinary measures up to and including removal.

I have read this Code of Conduct and agree to follow it during my tenure as a Board member.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date