

Code of Conduct



Policy #	BRD-07	Date Created	September 2014
Authority	Board	Date of Last Review	November 2018

POLICY

This Code of Conduct is designed to ensure that the Board of Directors and its members share a common basis for acceptable conduct, and act in a manner that is sensitive to diversity and inclusion.

The CRCHC Board of Directors expects of itself and its members ethical, responsible, respectful and lawful conduct. This commitment includes the conscientious use of authority, and appropriate individual and group behavior throughout one's term as Board member. The Board Code of Conduct applies to members in meetings and in public, when acting as a representative of CRCHC.

All Board members are expected to conduct business in an environment free from discrimination and harassment, and the Board of Directors will conform to the legislation set forth in the *Ontario Human Rights Code*

PROCEDURES

At the first Board meeting following the Annual General Meeting, the Board Chair will review this policy with the Board. Every Board member is required to sign the Board Pledge on an annual basis. In addition, policies relevant to the code of conduct will be accessible on the board members section of the website and will be reviewed as required.

Any misconduct, discrimination or harassment on the part of the Board of Directors or its members will be dealt with firmly and swiftly. A concern of non-compliance with this policy may be brought in writing to the attention of the Board Chair, or, in the case where the Chairperson is implicated in the complaint, to the Vice-Chair of the Board. The Chair or Vice-Chair will determine and lead the appropriate course of action, ensuring that timely steps are taken to address the alleged violation and that confidentiality is maintained throughout.

Both the complainant and the person(s) alleged to be in violation of this policy will be notified of the investigation and assessment of the complaint, and the proposed follow-up plan within 15 (fifteen) working days.

Any member of the Board of Directors, Board Committee member, employee, volunteer or client who is uncertain regarding the interpretation of any of these guidelines shall seek clarification from the Board Chairperson.



Board Members Pledge & Code of Conduct

I, _____ recognizing the important responsibility I am undertaking in serving the Board of Directors of this organization, hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations in my roles as a board member.

MY ROLE

I acknowledge that my primary role as a board member is to:

1. Contribute to the defining of the organization's mission and governing the fulfillment of that mission, and
2. Carry out the functions of the office of board member and/or officer as stated in the Bylaws.

I PLEDGE

1. To read and abide by all relevant policies in particular those which speak to the critical elements of privacy, confidentiality, conflict of interest, ethics, inclusivity and anti-discrimination.
2. My attendance at all meetings of the board and committees on which I serve.
3. To come prepared to discuss the issues and business to be addressed at scheduled meetings, having read the agenda and all background material.
4. To work with and respect the opinions of my peers who serve this board, and to leave my personal prejudices out of all board discussion.
5. To always act for the good of the organization and represent the interests of all people served by this nonprofit agency.
6. To represent this organization in a positive and supportive manner at all times.
7. To observe the parliamentary procedures and display courteous conduct in all board, committee, and task force meetings.

8. To avoid conflict of interest between my position as a board member and my personal life. This includes using my position for the advantage of my friends and business associates. If such a conflict does arise, I will declare that conflict before the board and refrain from voting on matters in which I have conflict.
9. To support in a positive manner all actions taken by the board of directors even when I am in a minority position on such actions.
10. To participate in (i) strategic planning sessions; (ii) board self-evaluation initiatives, and (iii) board development workshops, seminars, and other educational events that enhance my skills as a board member.
11. To never exercise my authority as a board member except when acting in a meeting with the full board or as I am delegated by the board.
12. If for any reason I find myself unable to carry out the above duties as best as I can, I agree to resign my position as a board member/officer.

Board Member's Signature

Date

Revised 2018