**CODE OF CONDUCT POLICY TEMPLATE**

***(Insert name of organization)***

|  |  |
| --- | --- |
| **POLICY AREA:** Board Operations  *(insert section / category / area name)* | **EFFECTIVE DATE:** *(insert date)* |
| **POLICY NAME/TITLE:** Code of Conduct Policy | **APPROVED BY:** Board of Directors  **APPROVED DATE:** *(insert date)* |
| **POLICY CATEGORY/ NUMBER:**  *(Insert number if using a numbering system to organize your policies)* | **REVIEW DATE:** *(insert date)* |
| **Name / SIGNATURE(S):**  Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **DATE REVISION WAS APPROVED:**  *(insert date)* |

1. **PURPOSE -**

Honesty and Integrity are central to the success of the Organization, and as such, Board Members / Directors must act with the highest standards of conduct at all times.

1. **POLICY NAME – Code of Conduct Policy**

Note: the Organization should ensure that their definition of Conflict of Interest and the policy comply with their Foundational documents. These will include but are not limited to any legislation that governs the organization and the constitution/bylaws.

Board members / Directors shall:

* Fulfil the fiduciary duty of a board member / director. Three key duties come into play - duty of loyalty, duty of obedience and duty of diligence or care.
* Act reasonably, honestly, prudently, in good faith and with a view to the best interest of the organization and its members. Do not use one’s position as a director to further private interest.
* Remember their obligation to represent the entire membership, even if elected from a region or a specific membership group.
* Comply with the organization’s foundational documents, and to ensure that staff, committees and members of the organization do as well.
* Be fully informed on all business matters, ensure prudent use of all assets, and act with competence while serving on the board.
* Take actions that will preserve the integrity and reputation of the organization. This includes avoiding any criminal, infamous, dishonest, immoral or notoriously disgraceful conduct or conduct that is prejudicial to the organization.
* Maintain the confidentiality of any information regarding the affairs of the organization or its members.
* Follow the organization’s conflict of interest policy.
* Avoid entering into an arrangement with any person or organization, which represents a conflict of interest.
* Follow organization’s policies regarding the acceptance of gifts, entertainment, or favours - a value of less than $\_\_\_\_.
* Avoid granting organization services to an elected official, employees or immediate family, which are more favorable than what is provided under specific policy.
* Only use organization’s property for official, approved organization activities unless otherwise approved by the board.

1. **Application:**

* All board members / directors must sign and acknowledge the Code of Conduct
* Failure to comply with the Code of Conduct will result in disciplinary action that may include removal from the board.

1. **Procedures and Accountabilities:**

* All board members /directors who become aware of violation of this policy are to notify the Chair of the Board.
* Once aware, the Chair must follow the procedures outlined in the organization’s foundational documents.

(The organization may choose to make this policy more robust by outlining the specific procedure to follow – this will vary in each organization.)

1. **Amendments:**

* This policy may be amended by the board.

Organization’s Code of Conduct

I hereby acknowledge that I have read and understand the Organization’s Code of Conduct as outlined in Board Policy #\_\_\_\_\_\_\_\_\_ for Directors, and further agree to uphold its standards.

Failure to abide by the Code of Ethics may result in removal from the Organization and board.

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

Signature Date