



POLICY MANUAL

Code: TFB 02011

Policy X Procedure Guideline

Title: Board Standards of Conduct Policy

Approved By: Trust Fund Board

Approved: November 19, 2002
Resolution #: TFB 02/512

Chairperson signature:

Further References:

PURPOSE: To establish guidelines for Conduct for all Board members.

BACKGROUND: The *Islands Trust Act* states that two Board members will be elected from Trust Council, one Board member will be elected from Executive Committee and up to three Board members may be appointed by the Minister of Community, Aboriginal and Women's Services.

The Board wishes to ensure that its members meet high standards of conduct which enhance and maintain public confidence in the operation of the Trust Fund Board. The Province has established Guidelines for Conduct of Government Appointees to BC Agencies, Boards and Commissions. The Board, hereby, adopts the current provincial guidelines as a Board policy. These guidelines are encompassed in the remainder of this policy.

DETAILS:

1. All Board members must avoid any conflict of interest that might impair or impugn the independence, integrity or impartiality of the Trust Fund Board. There must be no apprehension of bias, based on what a reasonable person might perceive. If a Board member is in doubt, he or she must disclose their circumstances and

consult with the Chairperson. The Chairperson will, if necessary, request staff to seek a legal opinion.

In particular, Board members should make sure that:

- All personal financial interests, assets and holdings are distinct from and independent of any decision, information or other matter that may be heard by or acted upon by the Trust Fund Board
- Activities undertaken as a citizen are kept separate and distinct from any responsibilities held as a member of the Trust Fund Board
- Activities undertaken as a member of the Trust Fund Board are kept separate and distinct from other activities as a citizen
- Members do not assist anyone in their dealings with the Trust Fund Board if this assistance may result in preferential treatment.
- Personal employment is not dependent on any decision, information or other matter that may be heard by or acted upon by the Trust Fund Board.
- Other memberships, directorships, voluntary or paid positions, or affiliations remain distinct from work undertaken in the course of the Trust Fund Board work.
- Actions taken in the course of Trust Fund Board duties neither cause nor suggest the reality or perception that a member's ability to exercise those duties has or could be affected by private gain or interest.

2. While acting as a Trust Fund Board member, members are expected to abide by the following rules:

- Integrity - Board members are expected to act at all times with due diligence, honesty and in good faith, for the public interest
- Participation & Preparation - Board members must adequately prepare for and regularly attend meetings. Board members must adequately prepare for the other duties expected of them as a Board member.
- Behaviour - The conduct and language of Board members must be free from any discrimination or harassment prohibited by the *Human Rights Code*. Board member conduct should reflect social standards of courtesy, respect and dignity.
- Confidentiality - Board members must not reveal or divulge confidential information (defined as that which cannot be obtained from other sources) received in the course of their duties.

Confidential information must not be used for any purpose outside that of undertaking the work of the Trust Fund Board. In the course of Trust Fund Board work, members are subject to the *Freedom of Information and Protection of Privacy Act*.

- Public Commentary - Board members must comply with any public comment protocols or policies established by the Trust Fund Board. If none exist, Board members will defer to the Chairperson for guidance before making public comment on Board matters.
 - Private Gain - The Trust Fund Board work should not result in any personal or private financial or other substantive gain. Private gain does not include honouraria for Board service.
 - Duty to Inform - Board members must inform the Trust Fund Board Chairperson of any circumstance which may have a negative or harmful effect on their ability to perform the duties required as a Board member.
3. The Board Chairperson may take action if these guidelines are breached. Such actions may include warning, reprimand, suspension, or request for dismissal.