

LEEDS, GRENVILLE AND LANARK DISTRICT HEALTH UNIT	
<b>BOARD OF HEALTH MANUAL</b>	
Title/Subject: Board Code of Conduct	
Policy/Procedure Number: V-215-0	Original Date: February 21, 2008
Approved by: Board of Health	Revision Date: January 23, 2020
Signature: Original Signed	Reviewed Date: January 23, 2020
Reference:	

**Policy:**

Each Board of Health member shall comply with the Code of Conduct for the Leeds, Grenville and Lanark District Health Unit to the best of their ability.

**Procedure:**

The following ethical guidelines will serve as a Code of Conduct for members of the Board of Directors of the Leeds, Grenville and Lanark District Health Unit in fulfilling their responsibilities and governance mandate:

1. Prior to accepting appointment to the Board, potential members shall be advised that active involvement with the Leeds, Grenville and Lanark District Health Unit Board requires an estimated minimum monthly contribution of eight (8) hours. Board of Health meetings are held usually the third Thursday of each month at 4:00 p.m. with the exception of March, May, July, August, October and December. Attendance at Alpha meetings is encouraged and is for two days, twice annually. New Members are required to attend a basic one-day orientation program provided by the Health Unit.
2. Board Members shall adhere to Board of Health Policies, Procedures, and By-Law #1.
3. Board Members shall represent the best interests of the public, the community's health, and the respective programs of the Leeds, Grenville and Lanark District Health Unit.
4. Board Members shall attend and actively participate at Board meetings, and contribute to discussion of issues in a positive, dignified, and mutually respectful manner, and in the best interest of the Board, with the degree of care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances.
5. Board Members shall ensure that business is conducted professionally, with respect and commitment for the rights of the public in accordance with the principles outlined in the Human Rights Code and the Charter of Rights and Freedoms.
6. Board Members shall acknowledge the roles of both the Board Chair and the Medical Officer of Health/CEO, and their respective responsibilities in relation to the Board, and its governance mandate. In the absence of the Board Chair, the Vice Chair assumes the authority and responsibilities of the Chair.
7. No Board Member except the Board Chair shall purport to speak on behalf of the Board unless they have specific authority to do so.

8. Interaction with Health Unit staff is normally conducted through the Board Chair and the Medical Officer of Health/CEO. While there may be occasions when Board Members find it necessary to contact the respective Program Director to discuss existing information on program related matters, no individual Board member shall give orders or directions to any member of the Health Unit Staff, or interfere with the operational aspects of the Health Unit.
9. Board Members shall treat in-camera information as confidential, until disclosure is approved by the Board, and authorized by the Board Chair.
10. Board Members shall avoid any conflict of interest with respect to their fiduciary responsibilities; this includes situations wherein they may place themselves in a position of conflict of interest. At the Annual Meeting Board members will be asked to sign the conflict of interest statement, which indicates their awareness and understanding of conflict of interest.