

## Cut Knife Athletic Club Board Policies: Code of Conduct

The board commits itself and its members to ethical and businesslike conduct. This includes proper use of authority and appropriate decorum when acting as board members.

### CODE OF CONDUCT

- Confidentiality
- Conflict of Interest
- Use of Authority
- Representing the Organization
- Treatment of fellow Board Members and Staff

### 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.

### CONFLICT OF INTEREST

To ensure board members act in the best interest 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 volunteers or employees' performance of the job.

### USE OF AUTHORITY

To ensure the board members conduct the organization's business in accordance with applicable legislation, and comply with the policies and by-laws of the organization, as they relate to their position. Board members should recognize the authority they have and not overstep into the authority the President or with external partnerships.

### REPRESENTING THE ORGANIZATION

Outside of the boardroom, the board of directors should always be speaking with one voice. It is considered misconduct to speak out against the organization, fellow board members or staff to those outside the organization. Any differences of opinion should be settled through discussion and voting by the entire board – majority rules.

### TREATMENT OF OTHER BOARD MEMBERS AND STAFF

This area is governed by a few separate policies. Board members are expected to comply with the Saskatchewan Human Rights Code 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.

As well, harassment, interpreted as unwelcome conduct, comment, gesture, contact, or intimidating and offensive behavior likely to cause offence or humiliation, is not to be tolerated. Most organizations will also include steps in a disciplinary procedure.

I Hereby agree to upholding this Board Code of Conduct

Print Name \_\_\_\_\_

Date: \_\_\_\_\_

Signature \_\_\_\_\_