

BOARD POLICY

TEAM CORE VALUE STATEMENTS & CODE OF CONDUCT

January 10, 2010

TEAM Board Members and TEAM Board Officers (Board Members) will adhere to the value statements described in this policy.

Failure to adhere to these value statements may result in a motion of censure that, if passed by a 2/3 majority of the Board Members, may be entered into the minutes.

Accountability

- All TEAM Board activity will be able to stand the scrutiny of the members and the Labour Board.
- The TEAM Board commits itself and its Board Members to ethical, decorous, businesslike and lawful conduct when acting as a TEAM Board Member.

Integrity and Honesty

- Integrity and honesty will be the hallmarks of all conduct when dealing with colleagues within TEAM and when dealing with members and employers.

Transparency

- The TEAM Board strives to maintain open, honest and respectful communication throughout TEAM, to build strong relationships, and promote the confidence of members, staff and employers.

Code of Conduct of Board Members

Law, Mission, Policies – Board Members:

- Will respect and abide by the law and regulations in all aspects of their role as a Board Member.
- Will support the Mission, Values and Vision statements of TEAM and consider themselves their guardian.
- Will abide by all TEAM policies.

Conflicts of Interest – Board Members:

- Will act in the best interests of TEAM.
- Will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises.
- Will submit to the judgment of the Board and do as it requires regarding perceived or potential conflicts of interest.

Confidentiality – Board Members:

- Will maintain, at all times, the confidentiality of all sensitive information and records of TEAM and must not use or reveal such information or records except in the course of performance of their duties or unless the documents or information become a matter of general public knowledge.
- Will not use confidential information obtained through their position as a Board Member to further their own private interests or private interests of friends or family.

Person to Person – Board Members:

- Will respect these value statements and TEAM policies in all their relationships with fellow members of the Board, staff, members at large, employers or anyone they come into contact with in their role as a Board Member.
- Will strive to establish respectful, collegial and courteous relationships with all they come into contact with in their role as a Board Member.

Personal Gain – Board Members:

- Will not personally gain materially or financially from their role of Board Member, nor will they permit others to do so as a result of their actions or negligence.
- Will document expenses and seek reimbursement according to procedure.
- Shall not accept any gift, favour, commission, reward, advantage or benefit of any kind from any person who is directly or indirectly involved in any business relationship whatsoever with the employer, unless it is:
 - (a) a nominal exchange of hospitality among persons doing business;
 - (b) a token exchanged as a part of protocol;
 - (c) a gift or commission available to employees as a normal course of their employment with the employer; or

(d) a normal presentation made to persons participating in public functions.

- Will use TEAM resources responsibly, when authorized, in accordance with procedure.

In the Boardroom – Board Members:

- Will strive to embody the principles of leadership in all their actions and live up to the trust placed in them by TEAM members.
- Will abide by Board governance procedures and practices.
- Will strive to attend all Board meetings, giving apologies ahead of time to the Chair if unable to attend.
- Will study the agenda and other information sent them in good time prior to the meeting and be prepared to debate and vote on agenda items during the meeting.
- Will honour the authority of the Chair and respect his/her role as meeting leader.
- Will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making their voice heard.
- Will accept a majority Board vote on an issue as decisive and final.
- Will maintain confidentiality about what goes on in the boardroom unless authorized by the Chair or Board to speak of it.

Enhancing Governance – Board Members:

- Will participate in orientation, training and development activities for Board Members.
- Will continually seek ways to improve Board governance practice.
- Will strive to identify good candidates for election to the Board.
- Will support the Chair in his/her efforts to improve his/her leadership skills.
- Will support the Executive Director in his/her executive role and, with their fellow members of the Board, seek development opportunities for him/her.

Protecting TEAM’s Reputation – Board Members:

- Will not speak as a member of the TEAM Board to the media or in a public forum without the prior knowledge and approval of the Executive Director or Chair.
- Will ensure that when they are speaking as a Board Member, their comments will reflect current TEAM policy even when these do not agree with their personal views.
- Will, when speaking as a private citizen, strive to uphold the reputation of TEAM and those who work in it.
- Will take an active interest in TEAM’s image, noting news articles, books, television programs and the like about TEAM, about similar organizations or issues important to TEAM.

Board Members:

- Who have been censured three times for violating these guidelines may be removed from the Board through a motion of the Board passed by a 2/3rd majority.
- Are required to sign a copy of this policy indicating agreement and a willingness to follow the expectations herein described.

Board Member: _____

Signature: _____ Date: _____