 <b>BOARD POLICY</b>	<b>Policy #:BG-005</b>	<b>TYPE:</b> <b>Governance Process</b>
	<b>Effective Date: June 27, 2006</b>	
<b>Code of Conduct</b>	<b>Reviewed: September 24, 2009</b>	
	<b>Minute #: .09.09.12</b>	

## **POLICY STATEMENT**


All members of The Addictions Foundation of Manitoba's Board of Governors (Board) must conduct themselves in an ethical and business-like manner. Board members must also treat one another and staff members with respect, cooperation and a willingness to deal openly on all matters. It is further expected that all Board members will make proper use of authority and appropriate decorum in group and individual behaviour when representing the Board. Board members shall be bound by the following Code of Conduct.

### Code of Conduct

1. Board members shall be accountable to exercise the powers and to discharge their duties in good faith and in the best interests of The Addictions Foundation of Manitoba (AFM).
2. Board members shall adhere to both Board and AFM policies.
3. Board members shall not divulge confidential matters brought before the Board.
4. Individual Board members or groups of Board members who are interacting with the public, media or other organizations regarding AFM business, shall indicate they do not speak for the Board, unless they have been specifically designated to do so by the Board.
5. Board members shall encourage employees to follow proper reporting protocol within the organization.
6. Board members shall be familiar with the incorporating documents of the AFM, by-laws, regulations, policies and organizational structure of the AFM, as well as the rules of procedure and proper conduct.
7. Board members shall take part in Board educational activities sponsored by the AFM.
8. Board members shall attend meetings on a regular basis.
9. Any Board member who is being investigated for a criminal offence or who has been charged with a criminal offence shall report it to the Chair who may report it to the Minister.

### **PROCESS:**

Any alleged breach of the code of conduct shall be dealt with in the following manner:

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1. The person who alleges that the code of conduct has been breached, shall bring the matter in writing to the Executive Policy Committee (EPC), with a copy to the affected individual;
2. The EPC reviews the allegation and makes a recommendation to the Board to:
  - (a) Dismiss the allegation;
  - (b) Provide written notice;
  - (c) Remove the individual from committee activities and/or officer duties;
  - (d) Make a request to the Minister to have the individual removed from the Board.

**Additional Information:**

- Policy BG-003, Board Job Description
- Policy BG-005, Compliance with AFM Policy

**HISTORY:**

Approved: June 27, 2006 Minute No. .06.06.14  
Reviewed: October 2, 2008 Minute No. .08.10.15  
Reviewed: September 24, 2009 Minute No. .09.09.12