

G-05 Code of Conduct Policy

Section	Date Issued	Revision Date(s)	Date of Last Review
Governance	Sept 2012	Apr/16, Apr/18	March 2019

1. POLICY STATEMENT

The Code of Conduct is available to all members of the board, and is included in the orientation package. It was developed to assist in guiding members in the performance of their functions on the MARRT board, to define confidentiality, and to assist in determining and managing conflict of interest, while promoting public confidence in the MARRT board's commitment to integrity, impartiality, and transparency in governance. The following descriptors will assist the members in ensuring the conditions of the Code of Conduct are met.

2. DEFINITIONS

None

3. POLICY

Personal Behaviour

- Act ethically and with integrity while adhering to the policies of the MARRT board.
- Consider all available information before making decisions fairly and impartially.
- Treat fellow members with respect, courtesy, and fairness.
- Not harass, bully, or discriminate against other members.
- Contribute to a harmonious and productive work environment

Communication

- Respect the confidentiality and privacy of all information as it pertains to the individual.
- Not disclose official information on documents developed by the MARRT board other than what is authorized by the board. (Appendix A: Document Management Policy)

Use of Public Resources

- Be accountable for official expenditures using publicly funded resources diligently, effectively and efficiently.

Conflict of Interest

(May be actual, a perceived conflict, or a potential conflict)

- Whenever a member holds a personal or financial interest, whether directly or indirectly, that in the opinion of a reasonably informed person would put into question the independence, the impartiality, and the objectiveness of the said member in the exercise of their official duties, will constitute conflict of interest.
- Each member of the MARRT Board completes a Declaration and Disclosure of Conflict-of-Interest Form (Appendix B: Conflict of Interest Form).
- The following steps assist the member in the declaration of conflict:
 - A member determines that they may be in a Conflict-of-Interest situation.
 - This can be disclosed either verbally or in writing to the chair of the meeting.
 - The decision is recorded in the minutes of meeting.
- Member may abstain from voting, and / or, either by their own discretion or from direction from the chair, remove themselves from the discussion and deliberation for which the conflict has been determined.

Confidentiality

- The MARRT board incorporates a Good Faith Agreement to assist in the facilitation of confidentiality and privacy of information between the MARRT and the individual board members.
- This requires each member of the MARRT board to annually sign a Good Faith Agreement (Appendix C: Good Faith Agreement)

Sanctions

- Any member failing to comply with the Code of Conduct and its relevant statements may be officially sanctioned by the board.
- The board may use its discretion; from issuing a written reprimand to asking for the resignation of the involved member.

4. REFERENCES

None

Appendix “A”

Document Management Policy

To assist in ensuring the accuracy of communication amongst the members of the MARRT board, as well as maintaining transparency with its stakeholders; the following guidelines will apply to any documents created by the MARRT board. The manner in which documents are; formatted, distributed, classified, and circulated to other parties is covered in this policy.

Formatting of documents:

- Draft documents are clearly identified with the “DRAFT” watermark on all pages of the document. (See Appendix 2) The watermark should cover most of the document page to clearly identify the document as such.
- Documents that are approved following review by the board will have the watermark removed and the date of approval, as well as the required signature placed upon it. The MARRT seal is then placed on the document for legal purposes. Documents are not considered official without these.

Distribution at the Board level:

- All draft documents created remain the sole property of the MARRT board at all times.
- Draft documents are circulated amongst the MARRT board members only, for further development through review, suggestions, and any comments.
- Final draft documents are brought forward to the MARRT board for acceptance, approval, and related motions if any.

Circulation:

- Documents will be distributed to appropriate stakeholders upon direction by the board.
- Additional circulation requires a request by a member and subsequent approval by the board.

Classification:

- Documents will be indexed for archival purposes using an appropriate category heading.
- All final documents will have the date approved clearly delineated and if the document is a policy, a line will be added specifying a revision date.
- All approved documents are classified “Confidential” for the MARRT board’s use only. The MARRT seal will identify the document as confidential.

Appendix “B”

Manitoba Association of Registered Respiratory Therapists Board Member’s Declaration and Disclosure of Conflict of Interest Form

Name: (Please print)

I acknowledge that as a member of the Manitoba Association of Registered Respiratory Therapists (MARRT) board, I must adhere to the highest standard of conduct in carrying out my duties and responsibilities.

I accept the obligation to act honestly, in good faith and in the best interests of the MARRT and the MARRT board.

I will avoid conflicts of interest and adhere to the guidelines set down in the Code of Conduct.

I accept that I have the primary responsibility to identify and manage my own conflicts of interest.

I undertake to immediately disclose any real or perceived conflicts of interest as such conflicts arise.

With my signature I confirm that all of the information I have provided is true and accurate and I declare myself in conformity with the requirements of the Declaration and Disclosure of Conflict of Interest Form of the MARRT board.

Dated this _____ day of _____, 20____.

Signature of declarant: _____

Dated this _____ day of _____, 20____.

Signature of witness: _____

Appendix “C”

Manitoba Association of Registered Respiratory Therapists Board Member’s Good Faith Agreement

Name: (Please print)

In consideration of my formal association with the Manitoba Association of Registered Respiratory Therapists (MARRT) board I do solemnly declare that I will not at any time, divulge to any person(s) outside of my respective board any information or documents deemed confidential, obtained by me by virtue of my membership with the MARRT board.

I understand that it is my responsibility to read and adhere to all the provisions outlined in the Code of Conduct.

To prevent undue harm to the MARRT board and its assets, including its volunteers, and board members, I agree to take such measures as are reasonably necessary to ensure that all declared confidential information received by me and my board is kept confidential, while remaining reconcilable with our stakeholders in regards to transparency and accountability.

I fully understand that breach of this oath may result in sanctions against me being applied, up to termination of my association with the MARRT board.

With my signature I confirm that all of the information I have provided is true and accurate, and I declare myself in conformity with the Good Faith Agreement of the MARRT board.

Dated this _____ day of _____, 20____.

Signature of declarant: _____

Dated this _____ day of _____, 20____.

Signature of witness: _____