

# ERINDALE VILLAGE ASSOCIATION

## CODE OF CONDUCT

The Erindale Village Association ("Association") strives to uphold the highest legal, ethical, and moral standards. These standards are required of Association Members and Directors both as individuals and when conducting affairs on behalf of the Association. The following Code of Conduct ("Code") is designed to allow the Association to preserve its long tradition of integrity and credibility within the Association and with our stakeholders.



### **MEMBERS MUST:**

- Adhere to the Ontario Human Rights Code as amended
- Respect the confidentiality of information received in the course of meetings and activities
- Declare any potential conflict of interest and, when necessary, refrain from related discussions and voting
- Give recognition to others who contribute to the success of the group and its activities
- Not speak on behalf of the Association unless designated by the President
- Treat fellow members with respect and listen to their points of view
- Encourage feedback from the membership creating a welcoming environment
- Treat fellow members with respect, courtesy, honesty and fairness, and have proper regard for their interests, rights, safety and welfare
- Not harass, bully or discriminate against fellow members
- Contribute to a harmonious, safe and productive environment/culture
- Act ethically, with honesty and integrity, in the best interests of the association at all times
- Exercise due care, diligence and skill
- Not make any unauthorized public statements regarding the business of the Association
- Respect the confidentiality and privacy of all information as it pertains to individuals
- Consult with the President if there are any questions regarding this Code
- Understand that breaches of this Code may result in disciplinary action, up to and including suspension of membership

### **IN ADDITION, DIRECTORS MUST:**

- Support the formal decisions of the Board made in its meetings
- Not make improper use of their position as Board members to gain personal advantage for themselves or related parties
- Ensure information gained as a Director is only applied to proper purposes
- Represent the best interests of the members and the organization over and above personal and professional interests
- Respect confidentiality of information received in the course of Board meetings and activities
- Not speak on behalf of the Association unless designated by the President or the Board as a whole
- Participate in Board meetings and keep informed about developments and issues relevant to Board operations
- Take individual responsibility to contribute actively to all aspects of the Board's role

- Make decisions fairly, impartially and promptly, considering all available information, legislation, policies and procedures
- Make reasonable enquiries to remain properly informed
- Act in a financially responsible manner
- Understand financial reports, audit/review reports and other financial material that comes before the Board
- Understand the financial, strategic and other implications of decisions
- Conduct open, fair and well publicized elections
- Provide opportunities for residents to comment on decisions facing the Association
- Perform their duties without bias for or against any member or group of members or non-member residents
- Not solicit or accept, directly or indirectly, any gifts, gratuity, favour, entertainment, loan, or any other thing of monetary value from a person who is seeking to obtain contractual or other business or financial relations with the Association
- Not accept a gift or favour made with the intent of influencing the decision or action on any official matter
- Act within the boundaries of his/her authority as defined by law and the governing documents of the Association

President:   
Secretary: 

Date: February 18/21

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**This code of conduct is ratified by the Board of Directors on February 8, 2021.**