



BOARD OF HEALTH POLICY

APPROVALS	DATE APPROVED	INITIALS
BOH:	Res. No.:11-2021	
SMT:		
MCC:		
IF APPLICABLE		
DIRECTOR		
JOHSC:		
PPL:		

SECTION: BOARD OF HEALTH **POLICY NO.:** BH-02-20

SUBJECT: Code of Conduct

APPROVED BY: Board of Health **POLICY DATE:** January 2021

1. PURPOSE

- 1.1. The purpose of this policy is to ensure that in all aspects of its affairs, the Board of Health maintains the highest standards of public trust and integrity.
- 1.2. The Board of Health is committed to teamwork and effective decision making. Towards that end, this policy provides direction for appropriate individual and collective behaviours and interactions, both at and away from the Thunder Bay District Health Unit.

2. POLICY

- 2.1. This policy applies to all members of the Board of Health for the Thunder Bay District Health Unit.
- 2.2. Board members shall sign an affirmation annually to verify their understanding and willingness to adhere to the Code of Conduct, in accordance with Board of Health By-laws.

Duties and Obligations

- 2.3. Board members are expected to adhere to all Board of Health By-laws, policies and rules of procedure and to perform their duties with transparency and accountability.
- 2.4. Board members shall comply with the Conflict of Interest policy and declare any conflicts, either actual or perceived, on agenda matters as appropriate.
- 2.5. Board members have a duty to hold in strict confidence all information concerning matters dealt with at Closed Session meetings or acquired by virtue of their position.

Board members shall sign the Confidentiality Agreement annually, in accordance with Board of Health By-laws.

- 2.6. Board members shall preserve a state of neutrality and represent loyalty to the Board and to the interest of the Thunder Bay District Health Unit, regardless of the level of personal disagreement. The Board shall communicate externally with “one voice”.

- 2.7 Board members shall not attempt to influence other members outside of board meetings or engage in any actions that may have the effect of creating factions and limiting free and open discussions.
- 2.8 Board members shall refrain from giving direction, as an individual board member, to the Medical Officer of Health and Chief Executive Officer or to any member of staff, except as explicitly set forth in Board of Health policy or by a resolution of the Board.
- 2.9 Only the Chair or his/her/their designate may speak on behalf of the Board of Health, in accordance with Communication policy and procedure.
- 2.10 Board members are expected to refer all requests for organizational services, either on a personal nature or on behalf of others, to the Medical Officer of Health and Chief Executive Officer or designate, in accordance with Communication policy and procedure.
- 2.11 Board members are expected to attend Board and Committee meetings as scheduled and provide conscientious and effective participation.

Board members are encouraged to take part in conferences, workshops and educational activities that will assist with their responsibilities.

Expected Behaviour

- 2.12 Board members are expected to be reasonable and fair in their expectations of each other and to respect the decision making processes of the Board.
- 2.13 Board members shall allow for adequate time for expression of all points of view and shall respect that the process may involve conflict.

The conflict resolution process shall strive for collaboration to achieve consensus; and shall support the simple majority decision of the collective group.
- 2.14 Board members shall be cognizant of their position within the community and shall interact with each other, staff, clients, and members of the public with respect, diplomacy and dignity.
- 2.15 Board members are expected to speak in a manner that is non-discriminatory to any individual based on the race, ancestry, place of origin, creed, gender, sexual orientation, age, marital status, or abilities of the individual.
- 2.16 Board members should possess a high degree of awareness and appreciation for the influential nature of social media when considering sharing personal statements or opinions on any social media platform.
- 2.17 Board members should seek to be an advocate for the organization and its mission whenever the opportunity arises through personal or professional networks.

3. APPLICABLE PROCEDURES

- 3.1 Procedure Number BH-02-20 Code of Conduct Applies to this policy.

4. DEFINITIONS

- 4.1 **Organization** means the Thunder Bay District Health Unit.
- 4.2 **Organizational Services** means any clinic, class, service, or any information or assistance provided by the Thunder Bay District Health Unit or one of its programs.
- 4.3 **Social Media** means any digital tool that allows users to create and share content with the public.

5. REFERENCES

- 5.1 Board of Health By-Law 2021-01
- 5.2 BH-02-21 Conflict of Interest Policy
- 5.3 BH-02-19 Communications
- 5.4 Code of Conduct Affirmation
- 5.5 Confidentiality Agreement

6. APPENDICES/LINKS AND ATTACHMENTS

- 6.1 [Procedure Number BH-02-20 Code of Conduct](#)