

CODE OF CONDUCT AND ETHICS POLICY

PURPOSE:

To establish the expectations and standards that will govern the manner in which all members of the Lac La Biche Regional Health Foundation Board of Trustees conduct themselves. In addition, to provide a framework to guide trustee's conduct in a way that upholds the integrity and reputation of the Lac La Biche Regional Health Foundation and ensure compliance with all applicable legislation.

POLICY STATEMENTS:

1. Lac La Biche Regional Health Foundation is committed to the highest standards of governance and each individual trustee is expected to commit themselves to the highest standards of personal integrity; to ethical, businesslike and lawful conduct, and to act in a manner that best serves our members, employees and our communities.
2. Lac La Biche Regional Health Foundation will establish and maintain a Code of Conduct and Ethics Policy which reflects the Foundation's values, recognizing that the Foundation's reputation can be affected (negatively and positively) by the actions and behaviors of members of the Board.
3. Lac La Biche Regional Health Foundation will establish and maintain a Code of Conduct and Ethics Declaration in which all Trustees shall agree to comply with and conduct themselves in accordance with during the course of fulfilling their responsibilities.
4. Lac La Biche Regional Health Foundation Board is committed to demonstrating transparency and accountability to all stakeholders and as such this Policy and the Code of Conduct and Ethics requirements will be published for all to access on the Lac La Biche Regional Health Foundation website.
5. Lac La Biche Regional Health Foundation Board will use the Code of Conduct and Ethics Policy and Declaration to guide and assess each decision and action take on behalf of the Foundation and its stakeholders. Individual trustees will use the Code to make appropriate decisions for themselves on behalf of the Board.
6. Lac La Biche Regional Health Foundation recognizes that the range and complexity of Foundation activities are such that it is not possible to produce an exhaustive list which covers all situations and trustees understand that the Code does not cover every specific scenario. Therefore, they use the spirit and intent behind the Code to guide their conduct, and exercise care and diligence in the course of their work with the Foundation.

7. As described in its Bylaws, the Lac La Biche Regional Health Foundation makes every effort through its Trustee criteria, and in its Board application process, to identify and recommend trustees to serve on the Board who demonstrate the following; cooperative values; principles of good governance; fiscal and legal responsibility and ethical integrity.

GUIDELINES:

1. A Code of Conduct and Ethics Declaration, as per Appendix A, will be reviewed and signed by new trustees upon election or appointment to the Board.
2. The Code of Conduct and Ethics Policy and Declaration is reaffirmed annually by the Governance Committee to ensure it remains current and relevant.
3. The Code of Conduct and Ethics Policy applies to all Trustees. All trustees are required to review and attest to compliance with the Code of Conduct & Ethics on an annual basis by signing the Declaration.
4. All trustees of the Lac La Biche Regional Health Foundation are expected to be familiar with the Code and to adhere to those principles and procedures set forth in the Code that apply to them.
5. The Governance Committee is responsible for the administration of the Code of Conduct and Ethics Policy and if questions arise, they will be settled in accordance with the spirit and intent of the Code.
6. Lac La Biche Regional Health Foundation takes its Code of Conduct Policy very seriously and any Trustees found to be in breach of the Code may be required to resign from the Board.

MONITORING AND REPORTING:

Completed Code of Conduct and Ethics Declarations will be kept by the Board resource in a secure place.

Appendix A

CODE OF CONDUCT AND ETHICS

This Code of Conduct and Ethics for trustees of Lac La Biche Regional Health Foundation establishes the standards that govern the manner in which trustees conduct themselves. The expectation is that Trustees will behave in a manner that demonstrates a commitment to the highest standards of personal integrity, and will assess each decision and action take on behalf of Lac La Biche Regional Health Foundation in light of whether it is right and fair.

All trustees are required to review and attest to compliance with the Code of Conduct & Ethics of Trustee's of Lac La Biche Regional Health Foundation on an annual basis.

As a trustee of Lac La Biche Regional Health Foundation, I will:

1. Act honestly, in good faith and in the best interests of Lac La Biche Regional Health Foundation;
2. Exercise the care, diligence and skill of a reasonably prudent person under comparable circumstances;
3. Take into account the interest of members;
4. Keep informed of the policies, business and affairs of Lac La Biche Regional Health Foundation and of the statutes and rules of which Lac La Biche Regional Health Foundation is subject and by which it is governed;
5. Deal with fellow trustees, officers and employees of Lac La Biche Regional Health Foundation openly, honestly and in good faith and treat all with dignity and respect, irrespective of age, race, color, gender, sexual orientation, religion or nationality;
6. Make available to, and share with, fellow trustees and officers of Lac La Biche Regional Health Foundation all information as may be relevant and properly disclosed to ensure the proper conduct and sound operation of the business and affairs of Lac La Biche Regional Health Foundation;
7. Treat in confidence all matters and information of a sensitive nature about Lac La Biche Regional Health Foundation which is in the best interest of the organization, its board of trustees, its committees, its employees and its members, and not disclose the same where it is not in the public record or domain unless required by law or unless sanctioned by the board of trustees to do so;
8. Not enter into any transaction in which the trustee makes use of confidential information in order, directly or indirectly, to obtain a benefit or advantage for the trustee anyone else, other than Lac La Biche Regional Health Foundation or a subsidiary thereof;
9. Identify any potential or actual Conflict of Interest on the Related Party Transactions/Conflict of Interest Disclosure documentation.
10. Comply with any rule of law respecting the duties and responsibilities of trustees, generally;

11. Request such information through the board of trustees form office of Lac La Biche Regional Health Foundation as may be necessary to permit the full discharge of the duties of a trustee and ensure that accurate records, minutes and memoranda are maintained with respect to the conduct and discharge of the business of Lac La Biche Regional Health Foundation.
12. Not accept any gift or hospitality of material value offered or tendered by virtue of my position with Lac La Biche Regional Health Foundation. Material does not have a legal definition in this case, however, for this purpose, should be defined as “sufficient to influence or be perceived to influence a decision or sway an individual’s better judgement”.

I acknowledge that I have read and considered the Code of Conduction & Ethics for Trustees of Lac La Biche Regional Health Foundation and agree to conduct myself in accordance with the contents.

I understand if I am found by my fellow trustees to have been in default of, or acted contrary to the Code of Conduct & Ethics for Trustees of Lac La Biche Regional Health Foundation, I may be subject to sanctions by my fellow trustees includes, without limitation, a request for my resignation from my office as trustee.

Signature

Date

Name (printed)