



Inglewood Community Association

CODE OF CONDUCT AND CONFIDENTIALITY POLICY

Policy type: Board Governance	Number: BG-02
Policy name: Conflict of Conduct and Confidentiality Policy	Original effective date: <i>11-07-2024</i> Date of last amendment:

Description

1. Will respect the rights & dignity of themselves and others.
2. Will demonstrate a high degree of individual integrity, honesty, and responsibility, recognizing that at all times their words and actions are an example to other members.
3. Will not use Inglewood Community Association to promote one's beliefs, behaviors or practices.
4. Will act with consideration and good judgment in all interpersonal relationships, both inside and outside the community.
5. Will declare any potential conflict of interest any member may have with the business dealings of the association and will make public declaration of such conflict so that appropriate measures can be taken to address conflict of interest situations while performing the association's duties.
6. Will respect everyone's right to privacy and the sharing of information at all times, and will not use their position to gain access to information, that would not otherwise be available to the public.
7. Will realize that bullying, physical, verbal, psychological, financial or cultural abuse, general harassment, sexual harassment, neglect or any other type of abuse, is unacceptable conduct by any member, at any time.
8. Will use good judgment prior to disclosing or divulging any information that should not be divulged to the public, except information that has been approved for disclosure. Specifically, and without limiting the foregoing, will not disclose confidential personal

information which may be discussed at association board meetings and in carrying out the business of the association.

9. Will respect the flow of information as it relates to particular information. For example, financial information should not be released without the prior approval/OK of the Treasurer; minutes should not be released without the prior approval/OK of the Secretary, and so on.
10. Understands and respects the roles and responsibilities associated with each position on the Board. To this end, will agree that all public statements are to be made only by the President, as spokesperson for the association, and as such, any requests for a “statement” by the community should only come from the President, and no other individual, unless directed to provide one by the President.
11. Will respect and abide by the by-laws of the association, and the laws set out by municipal, provincial and federal governments. To this end, will not knowingly or willingly engage in any activity which might be in breach of the bylaws or the laws of the country. Should one be investigated by an authoritative body for such a breach, they will be required to take a leave of absence until the matter is resolved. Should they be found guilty, their board position will be immediately terminated.
12. Will abide by the rule of “Parliamentary Law” where a gap may exist in the current by-laws, and or other rules governing the community association.
13. Will not tolerate discrimination against a member or non-member based on race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, ancestry, age, place of origin, marital status, source of income, family status, and sexual orientation.
14. Will uphold and protect the personal and professional reputation of other members of the Association. To this end, will not participate in any communication which could be considered as gossip, rumor, hearsay, or accusations against another member.
15. Will not participate in or allow personal attacks by one member of another member.
16. When engaged in community association business, will act in a professional and objective manner, and, will not use language that is considered inappropriate.
17. Will, upon completion of their duties while serving the community, will ensure that all information, and property belonging to the community is returned in a timely manner, and with due regard to care.

Resultant Actions

1. The Board is free to take whatever action it deems appropriate to enforce this policy, including dismissal from the Board.

Additional Procedures for Running Policy

1. Not applicable at this time.