

## Scarborough Campus Students' Union Policy Manual

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### OPERATIONAL POLICY – Board of Directors Code of Ethics

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**Adopted: July 12, 2013 – BOD**

#### Preamble

It is the Union's desire that members of the Board of Directors conduct themselves with integrity that is beyond reproach and in a manner that: avoids any conflicts of interest;

- **protects confidential information, in accordance with the Personal Information Protection and Electronic Document Act;**
- **complies with all applicable governmental laws, regulations, and rules; and**
- **adheres to good disclosure practices, in accordance with all applicable legal and regulatory requirements.**

#### Conflicts of Interest

Conflicts of interest can occur when a Director of the Board jeopardises their position of trust by having a private interest in the outcome of a decision. The Union can suffer damage by the perception as well as the reality of the conflict itself. The boundaries defining what constitutes a conflict are not static but shift as the goals and mandates of the Union evolve.

To avoid involvement in a conflict of interest, members of the Board of Directors shall not:

- **engage in any business of transaction or have a financial or other personal interest that may improperly impact upon the performance of their official duties including:**
  - (1) **having a material or personal interest in any business organisation that has dealings with the Union; and**
  - (2) **having immediate relations with individuals who have a material interest in a business organisation that has dealings with the Union**
- **demand, accept or offer, or agree to accept from a person or company having dealings with the Union, a commission, reward, advantage or benefit of any kind, directly or indirectly; or**
- **engage in any business undertaking that interferes with the performance of their duties as Directors of the Union.**

**Directors shall disclose any business, commercial, financial or other interest where such interest might be construed as being in actual or potential conflict with their official duties. Directors who do not declare their interests and who are subsequently found to be in a conflict of interest situation will have breached this policy.**

#### Confidentiality

In order to adhere to principles of integrity and privacy, to avoid breach of confidentiality, Directors of the Union shall not:

- **disclose to any member of the public, either orally or in writing, any confidential information acquired by virtue of their position in the Union;**
- **use any confidential information acquired by virtue of their position at the Union for their personal or financial benefit or for that of their friends or relatives; nor**
- **permit any unauthorised person to inspect or have access to any confidential documents or other information.**

#### Compliance with Laws

Directors, in the course of their position with the Union, shall comply with all applicable government laws, rules and regulations, including and without limitation:

- **Union Constitution, Bylaws, Policy, Elections Procedure Code and Charter for Referenda**



- **Canada Corporations Act;**
- **Personal Information Protection and Electronic Document Act;**
- **All employment related laws, policies and contracts.**

Commitment to the Code of Ethics

Members of the Board of Directors shall be provided with an orientation to the Code of Ethics upon the commencement of their position. Directors of the Union shall be required to sign a declaration of commitment to the Union's Code of Ethics in order to be ratified.