



## FOOD FOR LIFE CANADA CHARITABLE CORPORATION

<b>POLICY CATEGORY</b>	BOARD GOVERNANCE
<b>POLICY NUMBER</b>	BG3
<b>TITLE OF POLICY</b>	BOARD MEMBER – CODE OF CONDUCT
<b>APPROVED BY</b>	BOARD OF DIRECTORS
<b>DATE OF APPROVAL</b>	NOVEMBER, 2015
<b>REVISION DATE</b>	

### **Purpose and Application**

This Code of Conduct is intended to provide guidelines on how Directors can contribute to a respectful, ethical and professional organization.

For the purposes of this policy, a Food for Life (“FFL”) workplace includes all places where FFL business occurs and includes all:

FFL buildings (whether owned or leased) and surrounding perimeter including parking lots, sidewalks, and driveways (“FFL Grounds”); FFL vehicles; off-site locations where FFL business occurs; FFL sponsored functions and recreational or social events, whether taking place on FFL Grounds or elsewhere; and travel for FFL business.

### **Respectful Behaviour**

All Directors are expected to conduct themselves in a courteous and professional manner. Directors are expected to respect and comply with all organizational policies and guidelines and to deal with all individuals during the course of their work, both internally and externally, with consideration and respect.

All Directors are also covered by the FFL Policy for Preventing and Responding to Workplace Harassment and Discrimination and the Policy for Preventing and Responding to Workplace Violence, and are expected to be familiar with and comply with those policies.

## **Confidentiality**

Directors may, in the course of their work, come to know, be made aware of, or obtain information concerning employees, volunteers, clients, partners, suppliers or others connected with FFL or the community agencies it serves. This information must not be used for personal gain or disclosed to persons not authorized to be in receipt of the information, and must be held in strict confidence. This duty of confidentiality continues to apply after Directors have left the organization or ended their interaction with FFL, with no time limitations. Communication of confidential information within and outside the organization will only be permitted when the recipient of the information has a legitimate need to know and the information is limited to that which is required to perform his or her duties. This requirement of confidentiality also applies to any asset of FFL including computer software, organizational records and other proprietary information, and to personal information of all kinds.

## **Privacy Policy**

FFL is committed to protecting the privacy of personal information. Personal information is collected, used, maintained, and disclosed in compliance with applicable federal and provincial privacy legislation including, but not limited to, the federal Personal Information Protection and Electronic Documents Act (PIPEDA, 2000, c5). Personal information can only be used for the purposes for which it is collected. Specific permission must be sought if personal information is to be used for any other purpose than that for which it was initially collected. It is to be stored under lock and key and only authorized individuals should have access to it. Once personal information is no longer required, it should be destroyed except in cases where federal and/or provincial retention rules apply. The name, title, business address or telephone number of an employee in any business is not considered personal information requiring consent prior to sharing it with others as this information is available for the general public.

## **Conflict of Interest**

Director of the Corporation, has a conflict of interest if he or she has an existing or potential financial or personal interest which impairs or might reasonably appear to impair the exercise of independent, unbiased judgment in the discharge of his or her responsibilities to the Corporation. The conflict also exists if the personal or financial interest is held by a family member (spouse, parents, siblings, children, or other close relative), or any organization in which he or she (or family member) is an officer, director, employee, partner, trustee or controlling stockholder. Further, when faced with an actual, perceived, or potential conflict of interest between the personal interest of those to whom this Code applies and his or her obligation to FFL, that individual is required to exercise the judgment of a responsible person, uninfluenced by considerations other than the best interests of FFL. If a Director knows that an actual, perceived, or potential conflict of interest exists, that person must immediately provide details of the

conflict to the Board Chair. If there is uncertainty as to whether a conflict may exist, the Director should discuss the matter with the Board Chair.

### **Gifts Received From Third Parties**

A Director may not accept gifts which represent promotional items from persons or companies unrelated to FFL but who have dealings with FFL.

Breaches by those who are covered by this Code will be dealt with on a case-by-case basis, taking into account the seriousness of the breach and other factors that the Executive Committee deems relevant.

A Review of the Director Code of Conduct will take place biennially:



**Director Code of Conduct Acknowledgement Form**

I hereby acknowledge that I have received and read the Food for Life Director Code of Conduct (referred to as the “Code”) and that I am fully aware of its terms. I also agree to read and comply with all policies adopted by FFL.

I understand that these policies are not intended to replace other policies that have been issued or that will be issued from time to time which also govern Director conduct. All of these are incorporated by reference into this Code.

I confirm that I have complied with all provisions of the Code previously and that I will comply with those provisions in the future, or, if this is my initial acknowledgement, that I will comply with the Code.

I confirm that I will comply with all provisions of the Code in the future.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_