

Board of Health Manual
Public Health Sudbury & Districts
Policy

Category

Board of Health Structure & Function

Section

Board of Health

Subject

Code of Conduct

Number

C-I-15

Approved By

Board of Health

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Purpose

Board of Health (BOH) members for Public Health Sudbury & Districts are responsible for conducting themselves in compliance with this code of conduct (Code); that is professionally, and with the highest regard for the rights of the public in accordance with the principles outlined in the Human Rights Code and the Charter of Rights and Freedoms.

These standard obligations serve to enhance public confidence that Board of Health members operate from a foundation of *Trust, Humility, and Respect*. Each BOH member is expected to sign a declaration annually to signify their understanding and appreciation for this Code.

Standard Obligations

The Code contributes to the creation and maintenance of a culture of integrity and outlines behaviours that are expected of Board of Health members.

Values and Expected Behaviours

Board members shall be cognizant of their position within the community and ensure that they are operating in a manner that fulfills the organizational values of Trust, Humility, and Respect by way of

- Treating all individuals with mutual respect and sensitivity. Showing regard and consideration for team members, partners, and communities and value all contributions;
- Speaking in a manner that is non-discriminatory to any individual based on the person's race, ancestry, place of origin, creed, gender, sexual orientation, age, colour, marital status or disability;
- Maintaining modesty and engaging in self-reflection. Responding to the needs of others, remaining open to feedback, and continually seeking to understand biases to develop and maintain genuine relationships;
- Upholding honesty and dependability and showing integrity in actions; without the expectation of personal benefit. Encouraging transparency and accountability in decision-making, collaboration, and service delivery by working truthfully and honourably toward commitments;
- Possessing a high degree of awareness and appreciation for the sensitive and influential nature of any public communication when considering sharing a statement with the public;
- Acting honestly, independently, impartially, with discretion and without regard to self-interest and to avoid any situation liable to give rise to a conflict of interest. For a more comprehensive understanding of the Board of Health Manual Policy on Conflict of Interest see C-I-16.
- Leading by example, such as demonstrating compliance with training and vaccination policies.

Duties and Obligations

In signing the Code of Conduct declaration form Board of Health members have duties and obligations of which to uphold. To that end, all Board members shall

- Accurately communicate the decisions of the Board of Health, even if they disagree with BOH decisions, such that respect for the decision-making processes of the BOH is fostered;
- Be familiar with the *Health Protection and Promotion Act* and its regulations, the Ontario Public Health Standards, the Board of Health Bylaws, and Board policies so that any decision of the Board of Health is made in an efficient, knowledgeable, and expeditious manner;
- Attend and actively participate at Board meetings, and contribute to discussion of issues in a positive, dignified, and mutually respectful manner, and in the best

interest of the Board, with the degree of care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances;

- Not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies or by resolution of the Board;
 - Board members' interaction with the Medical Officer of Health/Chief Executive Officer or with staff must recognize the lack of authority any individual Board member or group of Board members except under the explicit direction of the full Board;
 - Board members' interaction with the public, press or other entities must recognize the same limitation and the similar inability of any Board member or group of Board members to speak for the Board unless so delegated by the Chair;
- Demonstrate engagement and respect during Board of Health and Committee meetings, and refrain from any interruptions (including by disabling the audible signals on mobile devices).

Protection of Privacy

Board members shall not release information in contravention of the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* and the *Personal Health Information Protection Act*.

Board members have a duty to hold in strict confidence all information concerning matters dealt with at meetings closed to the public.

Board members shall not, either directly or indirectly, release, make public or in any way divulge any such information or any aspect of the meeting closed to the public deliberations to anyone, unless expressly authorized.

Avenues for Filing Complaints and Resolution

As outlined in the procedure, Board members shall support one another and the Medical Officer of Health. If a Board member has a performance concern regarding a fellow Board member or the Medical Officer of Health, that concern shall be brought forward to the Chair or, as appropriate, the Vice-Chair. In the event of a conflict not resolvable between Board members or between the Medical Officer of Health and Board members, mediation is available through the Board Chair or, as appropriate, Vice-Chair.

Board members are encouraged first to speak directly and respectfully to the person when the behavior is inappropriate. If a Board member is unable or uncomfortable speaking directly to the person because of the nature of the violation; or unable to resolve the situation; or the behavior persists, they can request assistance from the Chair or, as appropriate, Vice-Chair to help resolve the situation.