



TITLE:	Code of Conduct		
Manual/Policy#:	MRHA Boards of Directors # V-A-2	Entity:	AGH / CPDMH
Original Issue:	AGH: January 2012 CPDMH: February 1994	Issued by:	Allied Boards Chair and Allied Boards Secretary
Previous Date Reviewed:	March 2023	Approved by:	Allied Boards of Directors
Last Date Reviewed:	March 2024	Cross Reference(s):	

1. POLICY

The Almonte General Hospital Corporation and the Carleton Place & District Memorial Hospital Corporation (“the Corporations”) are committed to ensuring that in all aspects of their affairs, they maintain the highest standards of public trust and integrity. Each member of the Allied Boards shall conduct themselves in accordance with the values of the Organizations and the code of conduct below. The Allied Boards expect ethical, businesslike and lawful conduct of themselves. This includes proper use of authority and appropriate decorum at all times. Directors are expected to treat one another and staff members with respect, cooperation and a willingness to deal openly on all matters.

2. SCOPE

This policy applies to all Directors of the Allied Boards, including *ex officio* and honorary directors and non-Allied Boards members of Allied Boards committees.

3. GUIDING PRINCIPLES

N/A

4. DEFINITIONS

N/A

5. PROCEDURE

All Directors stand in a fiduciary relationship to the Corporations. As such, Directors must act honestly, in good faith, and in the best interests of the Corporations. Directors must act at all times in compliance with both the letter and the spirit of all applicable laws.

Directors will be held to strict standards of honesty, integrity and loyalty. A Director shall not put personal interests ahead of the best interests of the Corporations.

Directors and committee members are required to comply with the organization’s policies including ethics, standards of conduct and confidentiality and with the conflict of interest provisions of the MRHA Common Administrative By-laws.

Directors must avoid situations in which their personal interests will conflict with their duties to the Corporations. Directors must also avoid situations in which their duties to

This material has been prepared solely for use at the Almonte General Hospital (AGH), Carleton Place & District Memorial Hospital (CPDMH), Fairview Manor (FVM) and Lanark County Paramedic Service (LCPS). AGH/ CPDMH/ FVM/ LCPS accepts no responsibility for use of this material by any person or organization not associated with AGH/ CPDMH/ FVM/ LCPS. NO part of this document may be reproduced in any form for publication without permission of AGH/ CPDMH/ FVM/ LCPS.

the Corporations may conflict with duties owed elsewhere. Where conflicts of interest arise, directors will comply with the requirements of the MRHA Common Administrative By-laws and applicable legislation.

All discussions will take place in an atmosphere of mutual respect and courtesy. The authority of the Allied Boards Chair will be respected by all Directors.

Directors are expected to attend meetings on a regular and punctual basis in person or remotely by approval of the Allied Boards Chair.

Directors will be properly prepared for Allied Boards and committee deliberations. This includes reading pre-circulated material in advance and seeking clarification or further information during the meeting as required to fully and effectively participate.

Directors acknowledge that properly authorized Allied Boards actions must be supported by all Directors. The Allied Boards speaks with one voice. Those Directors who have abstained or voted against a motion must adhere to and support the decision of a majority of the Directors.

All Directors must respect the confidentiality of information about the Corporations, particularly matters addressed during in-camera discussions. Confidential information includes proprietary, technical, business, financial, legal, patient, Resident or Director information which the Corporations treat as confidential.

All requests to obtain outside opinions or advice regarding matters before the Allied Boards must be made through the Allied Boards Chair.

Directors will respect that the management responsibility for hospital operations and employees rests with the Integrated President and CEO and that management responsibility for the quality of medical care and medical staff rests with the Chiefs of Staff.

Directors will respect that the official spokesperson on all matters pertaining to the Allied Boards is the Allied Boards Chair or designate and that the official spokesperson on all other matters pertaining to the Corporations is the Integrated President & CEO or designate. Any Director questioned by news reporters or other media representatives should refer such individuals to the appropriate representatives of the Corporations.

It is recognized that every Director is a representative of the Corporations in the community, whether acting in an official capacity or not. As such, Directors must be respectful of the Allied Boards and the Corporations and act in a manner consistent with the Director's duty of confidentiality.

Breaches of the Code of Conduct should be reported in writing to the Allied Boards Chair, who will take appropriate action. Any Director who is alleged to have violated the Code of Conduct policy will be allowed to present their views of the alleged breach to the Allied Boards prior to determination of appropriate disciplinary action, if any, by the Allied Boards. Action leading to termination of a Director will be according to the MRHA Common Administrative By-laws of the Corporations.

6. REFERENCES: N/A

7. APPENDICES: N/A

Evaluation: This policy will be reviewed annually.