

## **2.1.ii. Policy & Guidelines**

### **STANDARDS OF CONDUCT**

Trust Council: September 12, 1992

(Amended: December 6, 1997, June 17, 2000, December 5, 2003 and  
December 8, 2010)

#### **A: PURPOSE:**

1. A trustee elect, by his/her declaration, and/or a staff person, by way of employment, is obliged to execute the duties of his/her office. The purpose of this policy is to present standards of conduct to guide elected and appointed officers in carrying out their duties to ensure: impartial and equal service to all, faithful discharge of their duties without fear or favour, and democratic processes which are duly responsible to the public and which foster public confidence in the Trust's integrity. These standards are in addition to those established in provincial law.

#### **B: REFERENCES:**

1. Policy Manual:
  - 1.1. Statutory Rules of Conduct (2.1.i.)
  - 1.2. Governance Principles (2.1.iii.)
2. LTC Procedural Bylaw
3. Trust Council Procedural Bylaw
4. Personnel Management Policies and Procedures: Chapter 1 - General Policies, Section 3 - Standards of Conduct.

#### **C: POLICY:**

Certain ethical principles shall govern the conduct of any elected official, appointed official or staff member of the Islands Trust organization, who shall:

**1. PERFORMANCE OF DUTIES**

- 1.1. Recognize that the chief functions of a Trust official are to serve the public, advocate the Trust mandate, and adhere to the Trust Policy.
- 1.2. Avoid situations which could impair his/her judgement in the performance of his/her duties, or give that impression to others.
- 1.3. Conduct him/herself in a manner that does not detract from the image, integrity or responsibilities of the Islands Trust.
- 1.4. Carry out his/her duties with impartiality and equality of service to all.
- 1.5. Discharge his/her duties without fear or favour.

**2. ORGANIZATIONAL RESPONSIBILITY**

- 2.1. Respect the opinions of other organizational members, encourage others to utilize their individual strengths in a cooperative fashion, and make informed and responsible decisions.
- 2.2. Be committed to strive for excellence and quality service in implementing Islands Trust policies and directions.
- 2.3. Refrain from deliberately undermining Trust officials or staff.
- 2.4. As an elected or appointed official, respect Management's authority to direct staff.
- 2.5. Direct requests for action by staff to either the Chief Administrative Officer or Manager involved and/or to staff by way of an appropriate resolution.
- 2.6. As a staff person, refrain from becoming involved in the politics of governance - policy setting, decision-making and constituent representations, and as an elected/appointed official, refrain from becoming involved in management - operational supervision, personnel matters and approved budgeted resource allocations.
- 2.7. As an elected official, respect local autonomy and avoid becoming publicly involved in the local politics or controversial local issues in an area outside a local trust area or island municipality that he or she represents unless the elected official first consults with the local trustees or municipal trustees.

- 2.8. Clearly communicate Trust Council's consensus on decisions when and as differentiated from individual member opinions.
- 2.9. When he/she becomes aware of reasonable grounds to believe that transgression of the Standards of Conduct is taking place on the part of any other official, report the transgression to the Executive Committee and/or the Chief Administrative Officer.

### **3. PERSONAL INTERESTS**

- 3.1. Maintain the highest ideals of honour and integrity in the discharge of his/her duties.
- 3.2. Avoid lobbying activities toward any Trust body on behalf of another leaving office for personal interests or profit and/or for any other person.
- 3.3. Declare to the relevant Chairperson and/or Chief Administrative Officer his/her direct or indirect interest or the known interests of any close relatives in any enterprise which proposes to transact business with the Islands Trust.
- 3.4. Declare his/her interest, direct or indirect, or the known interests of any close relatives in any property which is subject to an application to the Islands Trust to the Executive Committee.
- 3.5. Avoid situations, related to his/her duties, which could result in secured special privileges, favours or exemptions for themselves, or any other person.
- 3.6. Not commit organizational resources of any kind for activities that are not directly related to the official business of the Islands Trust.

### **4. REVIEW PROCESS**

- 4.1. The Standards of Conduct Review Panel dealing with matters of trustees or appointed officials of Trust Council shall be comprised of Executive Committee with Chief Administrative Officer and/or legal counsel acting in an advisory capacity.
- 4.2. Matters of a staff nature shall be dealt with by the Chief Administrative Officer with legal counsel and/or the appropriate Manager in accordance with established employee union candidates (see Personnel Management Policies and Procedures: Chapter 1 - General Policies, Section 3 - Standards of Conduct).