



Regina Community Clinic Board of Directors Policies and Procedures

Policy: Governance
Code of Conduct (Addendum)
Policy # GOV-001.1

Approved: Board of Directors
Date: January 22, 2025

Policy: Addendum to Code of Conduct for Board of Directors

Purpose: To demonstrate by signature the commitment to the organization as a board member and to demonstrate support of decisions made by the board.

Procedure: The board members sign the Conflict of Interest questionnaire and Code of Conduct agreement annually following the Annual General Meeting.

RCC Board of Directors Expectations Code of Conduct Agreement & Conflict of Interest Questionnaire

Name: _____

Position with RCC: _____

Date completed: _____

As a Director of the Board of Directors of RCC, I understand that my role and my behaviour may reflect on the RCC. I will adhere to the following expectations which includes the Code of Conduct, Conflict of Interest Policy, or any other pertinent policies.

As a director, I understand and agree to the following expectations of my role:

- Commit to working to support the mission of RCC and the ethical values under which day-to-day operations are conducted.
- Execute the Conflict of Interest documentation required annually, and any other documentation that may be required relating to RCC governance.
- Assume any information gleaned through the RCC or the work of the board or its committees is considered confidential unless advised specifically otherwise.
- Foster and promote high ethical relationships between the clinic, its patients, members, and employees.
- Always represent the RCC with a positive attitude and perspective in relationships with the public, members, and with the employees and volunteers of the RCC.
- Attend and actively, thoughtfully, and respectfully participate in discussions and healthy debate at board and committee meetings as may be scheduled.
- Attend regular board and committee meetings, special board meetings, planning sessions and retreats, and the Annual General Meeting.
- Remember that I have one vote on the board. The board provides direction, not any individual, unless it is specifically delegated to me.
- Promote a collegial attitude with the Executive Director and other RCC employees that I may interact with as a result of my board position.



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- Formally notify the chair of the board, the committee chair, or the Executive Director, if I am unable to attend a scheduled meeting for good reason and that, if I miss three (3) meetings, I will review my resignation options with the chair.
- Be familiar with material provided to directors prior to any meeting;
 - That I will keep entirely confidential everything that I may see or hear in the course of my role on the board in regard to the business of RCC.
 - That I will not repeat or otherwise reveal outside the board any information which I may see or hear in connection with the RCC.
 - That any violation of these terms will cause me to review my resignation from the board with the chair.
- Focus my attention at the strategic level in addressing RCC business at both board and committee meetings leaving personal business interests and concerns at the door.
- Work towards consensus but, when not possible, support the majority decision by speaking with a unified voice to membership and community.
- Participate in a minimum of one (1) or more committees as may exist or be required.
- Be prepared to serve up to a three (3)-year term with a commitment to board and RCC success through hard work and no direct compensation.

I have read the Directors Expectations Agreement. I agree to do my best to abide by and uphold these guidelines and principles.

Name: _____

Signature: _____

Dated: _____



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This questionnaire is required to assist in complying with RCC's Conflict of Interest Policy & Board Code of Conduct. RCC has adopted a Conflict of Interest Policy to ensure its integrity and neutrality. The Conflict of Interest Policy requires that all employees, volunteers, and directors disclose potential conflicts to RCC annually.

Questions can be directed to the Executive Director.

Definitions associated with this policy and questionnaire

- a) 1. "Association with a for-profit business" means:
 - a. being employed by a for-profit business;
 - b. serving as an officer or director of a for-profit business; or,
 - c. retaining a significant ownership interest in a for-profit business.
- b) 2. "Association with a not-for-profit organization" means serving as an officer, director, or employee of a not-for-profit organization.
- c) 3. "Family member" means spouse or equivalent, child, parent, grandparent, sibling, aunt, uncle, or partner of.

Questions relating to conflicts of interest for employees (including officers), volunteers, and directors

- 1. Do you, your spouse or any immediate family member have any association with a for-profit business or any association with a not-for-profit organization?
☐ No ☐ Yes If yes, please provide details.

- 2. Do you, your spouse, or any immediate family member have any other financial, business, or community relationship that may conflict with the work or service performed for RCC?
☐ No ☐ Yes If yes, please provide details.

I hereby declare that I have received and read the RCC Conflict of Interest Policy.

I further declare that: i) the foregoing information is supplied in response to a request by RCC; and ii) such information is true and correct, to the best of my knowledge, information, and belief as of the date hereof. I undertake to notify RCC promptly of any material changes in the foregoing information.

Name: _____

Signature: _____

Dated: _____

Approval/Implementation/Evaluation Process	
Date Approved:	January 25, 2025
Approved by:	Board of Directors
Who & Date Reviewed:	Board of Directors, September 9, 2020; Governance Committee, November 25, 2024
If revised, indicated the policy cancelled or suspended:	
Distribution:	
Monitor Date:	
Type of Monitoring:	
Director Responsible:	Governance