



Trustees' Code of Conduct

The Board of the Edmonton Catholic Schools has a strong commitment to ethical conduct. This includes the responsibility of trustees to properly use authority and to conduct themselves with appropriate decorum and professionalism at all times.

1. Trustees shall act in such a manner as to demonstrate loyalty to the interests of the Edmonton Catholic Separate School District No. 7.
 - a. This commitment shall supersede any other loyalty, such as that to advocacy or interest groups or memberships on other boards or staffs.
 - b. This commitment shall also supersede the personal interest that a trustee may have as a result of being a recipient of the District's services.
2. Trustees shall act in manner consistent with the *School Act*, the Organizational Bylaw and governance policies of the Board.
3. Trustees shall at all times respect the confidentiality of privileged information. In circumstances where legislation, the Organizational Bylaw or Board governance policies do not specifically apply in relation to the release of confidential or personal information, trustees shall be respectful of the sensitivity of information.
4. Trustees will exercise the powers and duties of their office honestly and in good faith, and will exercise a degree of care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
5. No individual trustee may act as the official spokesperson of the Board Corporate in any interaction with public, media or other entities. Each trustee shall support the decision of the Board Corporate on any matter regardless of the trustee's personal position on the issue.
6. Trustees shall not be actively involved in school organizations or school committees.
7. No trustee shall attempt to exercise individual authority over the superintendent or any staff. In particular;
 - a. No individual trustee shall make an individual judgment of superintendent or staff performance
 - b. Individual trustees requesting information from district staff shall do so through established protocols
8. Trustees shall be properly prepared for Board deliberation.

9. Trustees shall advise parents, community members and stakeholders as to appropriate lines of communication and protocols that must be followed when issues arise.
10. Trustees shall work with other trustees in a spirit of respect, harmony and cooperation despite differences of opinion that arise during vigorous debate of issue.
11. Trustees shall consider information received from all sources, shall base decisions upon all available facts in every case, and shall be unswayed by partisan bias of any kind. Trustees shall abide by and uphold the final majority decision of the Board Corporate.
12. Trustees shall recognize that the key responsibility of the Board is to establish governance policies through which the overall direction of the District is established and shall recognize that the administration of the District is the responsibility of the superintendent.
13. Trustees shall represent Board-related concerns and the needs of the community and other stakeholders in Board discussion and deliberation and shall accurately communicate Board decisions back to them.
14. Trustees shall at all times represent the Board responsibly, conducting themselves with proper decorum and respect for others and by living a personal lifestyle that reflects the teachings of the Church.
15. Trustees shall avoid any conflict of interest with respect to their fiduciary responsibility, and trustees shall not use Board information for their own direct benefit or advantage.
16. Trustees shall ensure that unethical activities not covered or specifically prohibited by the *School Act*, Organizational Bylaw, this and other governance policies or legislation are neither encouraged nor condoned.

Approved: February 18, 1997

Revised: May 3, 1999, October 23, 2006

Revised: June 23, 2009

Reference: CCSTA Code of Ethics, ASBA Code of Ethics