Policy 4

TRUSTEE CODE OF CONDUCT

The Board of the Edmonton Catholic School Division 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 Division.
   1.1 This commitment shall supersede any other loyalty, such as that to advocacy or interest groups or memberships on other boards or staffs.
   1.2 This commitment shall also supersede the personal interest that a Trustee may have as a result of being a recipient of the Division's services.

2. Trustees shall act in a manner consistent with provincial legislation including the *Education Act*, regulations, and policies of the Board.

3. Trustees shall at all times respect the confidentiality of privileged information not restricted to those matters addressed in private sessions as defined in the *Education Act*.

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. Only the Chair shall 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. Only the Board Corporate as opposed to individual Trustees shall exercise individual authority over the Chief Superintendent. In particular; only the Board Corporate shall make judgments regarding the Chief Superintendents performance.
   7.1 Individual Trustees requesting information from Division 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 demonstrate through their individual actions that the key responsibility of the Board is to establish governance policies through which the overall direction of the Division is established and that the administration of the Division is the responsibility of the Chief Superintendent.

13. Trustees shall represent Board-related concerns and the needs of the Catholic 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 legislation or board policy are neither encouraged nor condoned.

Adopted:	June 30, 2017
Revised:	October 22, 2019, June 30, 2021
Legal Reference:	Education Act, Sections 51, 52, 53, 54 Board Procedures Regulation CCSTA Code of Ethics, ASBA Code of Ethics