

Subject: Board Meeting/ AGM Code of Conduct



Document No: **DBIA-FORM-001**

Book: **FORMS MANUAL**

Purpose

The Trenton DBIA Code of Conduct outlines the principles and standards of behavior expected from all member of our organization. It serves as a guide to promote integrity, professionalism, and respect in all interactions within the organization and with external parties, while attending DBIA Board and AGM meetings.

Principles

- **Integrity:** We conduct ourselves with honesty, transparency, and accountability in all our actions.
- **Respect:** We treat all individuals with dignity, fairness, and courtesy, regardless of differences in background or perspective.
- **Professionalism:** We strive for excellence in our work and behavior, maintaining a high standard of competence, reliability, and diligence.
- **Collaboration:** We foster an environment of cooperation, teamwork, and mutual support, valuing diverse opinions and contributions.
- **Confidentiality:** We respect the privacy and confidentiality of sensitive information entrusted to us, maintaining discretion in handling such information.

Standards of Conduct

- **Compliance with Laws and Regulations:** We comply with all applicable laws, regulations, and organizational policies set out by the City of Quinte as we are a public board.
- **Conflict of Interest:** We avoid conflicts of interest and disclose any potential conflicts promptly.
- **Harassment and Discrimination:** /we do not tolerate harassment, discrimination, or any form of disrespectful behaviour based on race, gender, religion, nationality, age disability, or any other characteristic protected by law.
- **Use of Resources:** We use organizational resources responsibly and efficiently, avoiding misuse or waste.
- **Communication:** We communicate openly, honestly, and respectfully, fostering a culture of constructive dialogue and feedback.
- **Social Responsibility:** We consider the social and environmental impacts of our actions, striving to contribute positively to our communities and minimize harm to the environment.
- **Enforcement and Reporting:** Failure to adhere to the Code of Conduct may lead to exclusion from future DBIA Meetings, at the discretion of the DBIA Board.

I, _____ have read the above and will abide by the above code of conduct.
(Print Name)

Signature: _____ Date: _____
(Month/Day/Year)

Email: _____