

## **Rotary International District 7810**

### **Board of Directors Code of Conduct**

The Four-Way Test is our nonpartisan and non-sectarian ethical guide as Rotarians to use for our personal and professional relationships.:

Of the things we think, say or do

1. Is it the TRUTH?
2. Is it FAIR to all concerned?
3. Will it build GOODWILL and BETTER FRIENDSHIPS?
4. Will it be BENEFICIAL to all concerned?

#### **ROTARIAN CODE OF CONDUCT**

As a Rotarian, I will:

1. Act with integrity and high ethical standards in my personal and professional life
2. Deal fairly with others and treat them and their occupations with respect
3. Use my professional skills through Rotary to mentor young people, help those with special needs, and improve people's quality of life in my community and in the world
4. Avoid behavior that reflects adversely on Rotary or other Rotarians
5. Help maintain a harassment-free environment in Rotary meetings, events, and activities; report any suspected harassment; and help ensure non-retaliation to those individuals that report harassment.

Board members are expected to consider the Four Way Test and the Rotarian Code of Conduct as well as to comply with the Rotary International District 7810 Code of Conduct that encourages a spirit of collective decision-making, shared objectives, and shared ownership of and respect for Board decisions. The Rotary International District 7810 Code of Conduct is a statement of essential principles intended to govern the conduct of the Board of Directors of Rotary International District 7810.

## **Rotary International District 7810 Code of Conduct**

Board members of the Rotary International District 7810 (RID 7810) will at all times conduct themselves in a manner that:

- Supports the objectives of the RID 7810
- Serves the overall best interests of RID 7810 rather than any other particular constituency
- Brings credibility and good will to RID 7810
- Respects principles of fair play and due process
- Demonstrates respect for diversity
- Respects and gives fair consideration to diverse and opposing viewpoints
- Demonstrates due diligence and dedication in preparation for and attendance at meetings, special events, and in all other activities on behalf of RID 7810
- Ensures that the financial affairs of RID 7810 are conducted in a responsible and transparent manner with due regard for fiduciary responsibilities and public trusteeship
- Avoids real or perceived conflicts of interest
- Conforms with the by-laws and policies approved by the Board, in particular this Code of Conduct, the Confidentiality Agreement
- Publicly demonstrates acceptance, respect and support for decisions legitimately taken in transaction of RID 7810's business

## Rotary International District 7810 BOARD MEMBER CONFIDENTIALITY AGREEMENT

I, (Name) \_\_\_\_\_, of (address) \_\_\_\_\_, in the (city/town) \_\_\_\_\_, County of \_\_\_\_\_ and (province/state) of \_\_\_\_\_, agree that as a member of the Rotary International District 7810 Board of Directors (hereafter "Board"), I will conduct myself strictly on the basis of the following terms and conditions:

1. I acknowledge that in fulfilling my duties as a member of the above-noted Board, I may have knowledge or access to information and documents which may be confidential (hereafter "Confidential Information"). It is understood that Confidential Information includes member's private information, and information shared at meetings that is not part of the recorded minutes shared with the membership, but does not include information that is public knowledge, is required by law to be disclosed, or disclosed with approval of the Board.
2. I agree at all times not to access or disclose any Confidential Information related to members or the Board except for the purpose of fulfilling the duties of my position or as authorized by the said Board. I acknowledge that I will not discuss such information with any party, nor will I participate in or permit the release, publication, or disclosure of such information, nor will I copy, distribute, or disseminate such information, except as required in the fulfillment of my duties or as authorized by the Board.
3. I agree that I will use an appropriate standard of care and diligence to safeguard the Confidential Information and keep it confidential.
4. I agree that upon ceasing to be a member of the Board, I will return all Confidential Information, including notes or other records based on or incorporating Confidential Information, and all copies thereof, in my possession, custody or control.
5. I understand and acknowledge that, as a member of the Board, I am required to honour and be bound by the provisions of this Agreement during the term of this Board's work and thereafter.
6. I understand and agree that a breach of the terms of this Agreement may result in my dismissal as a member of the Board. The board reserves the right to call a special meeting of the district members (clubs) to request the removal of an offending board member.

SIGNED AT (city/town) \_\_\_\_\_, (province/state) \_\_\_\_\_, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature:

WITNESS: