



Code of Conduct and Respectful Workplace: Board & Committees

Category: Corporate Services (Administration)	Number: BP #16-2023	Replaces: Policy BP#1-2016 (for Board & Committees) Policy BP#2-2016 (For Board & Committees)
<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure	<input checked="" type="checkbox"/> Board <input type="checkbox"/> Administrative	<input checked="" type="checkbox"/> Board <input type="checkbox"/> CAO <input type="checkbox"/> Department Head
Office of Primary Responsibility: Corporate Services		
Date Adopted: September 7, 2023 Amendments/Review Date & Description:		
Policy Statement: <i>I have read Board Policy No. 16-2023 'Code of Conduct and Respectful Workplace: Board & Committees' and agree to be guided by this Policy in my role as an elected official and member of the Regional Board and/or a Board appointed member of a Board committee.</i> <i>I understand and will follow the foundational principles of responsible conduct, acknowledge the ethical standards and workplace requirements as outlined in the Policy and am aware of the corrective actions that may be taken if found in breach of this Policy.</i> Signature:		
Name (Print):		
Date Signed:		

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Part 1: INTRODUCTION

As local elected or appointed representatives (members) of the Board and Advisory bodies, we recognize that responsible conduct is essential to providing good governance for the Regional District of the Central Okanagan.

We further recognize that responsible conduct is based on the foundational principles of integrity, accountability, leadership & collaboration, responsibility, respect, and openness.

To fulfill our obligations and discharge our duties, we are required to conduct ourselves to the highest ethical standards by being an active participant in ensuring that these foundational principles, and the standards of conduct set out below, are followed in all our dealings with every person, including those with other members, staff, and the public.

A. Application and Interpretation

This “Code of Conduct: Respectful Workplace Board Policy” (Policy) applies to the members of the RDCO Board and their advisory bodies. It is each member’s individual responsibility to uphold both the letter and the spirit of this Code of Conduct in their dealings with other members, staff, and the public.

Elected officials, appointed members of the Board and advisory bodies must conduct themselves in accordance with the law. This Policy is intended to be developed, interpreted, and applied by members in a manner that is consistent with all applicable Federal and Provincial Laws, as well as the bylaws and policies of the local government, the common law, and any other legal obligations which apply to members individually or as a collective Board or committee.

B. Foundational Principles of Responsible Conduct

In support of good governance for the Regional District of Central Okanagan, members of the Regional Board and their advisory bodies are committed to performing their functions of office truthfully, faithfully, and impartially to the best of their knowledge and ability, exhibiting the following principles:

1. **Integrity** – Board members and committee members are keepers of the public trust and must uphold the highest standards of ethical behaviour and are expected to:
 - make decisions that benefit the community;
 - act lawfully and within the authorities of the Regional District;
 - be free from undue influence and not act, or appear to act, in order to gain financial or other benefits for themselves, family, friends or business interests;
2. **Accountability** – Board members and committee members are obligated to answer for a responsibility that has been entrusted to them. They are responsible for the decisions they make;
3. **Leadership & Collaboration** – Board members and committee members must demonstrate and promote the key principles of the Code of Conduct through their decisions, actions, and behaviour. Their behaviour must build and inspire the public’s trust and confidence in local government;

4. **Responsibility** – Board members and committee members must act responsibly, within the law and within the authorities of the *Local Government Act*. They must follow the letter and spirit of policies and procedures and exercise all conferred power strictly for the purpose for which the powers have been conferred;
5. **Respect** – Board members and committee members must conduct public business efficiently, with decorum and with proper attention to the Regional District’s diversity. They must always treat each other and others with respect. This means not using derogatory language towards others, respecting the rights of other people, treating people with courtesy, and recognizing the different roles others play in local government decision making; and
6. **Openness** – Board members and committee members have a duty to be as open as possible about their decisions and actions while respecting the need to keep confidential matters confidential.

C. Roles and Responsibilities

1. The Regional Board is a governing body comprised of the elected and appointed members of the Board of Directors of the Regional District of the Central Okanagan (RDCO).
2. Advisory bodies are Committees established by the Chair or Regional Board, with members appointed to provide recommendations to the Board in areas of business outlined in a Terms of Reference.
3. The Chairperson of the Regional Board is the Chief Executive Officer of the RDCO with a responsibility to provide leadership to the Board and give general policy and program direction.
4. Staff include the Chief Administrative Officer, appointed by the Board to implement the direction of the Board, and all others employed by the RDCO to provide services and operational support.

D. Key Objective

The Policy expresses standards of ethical conduct expected for Board members and their committee members. As each member themselves have the primary responsibility to assure that these ethical standards and workplace requirements are understood and met, and that the public can continue to have full confidence in the integrity of the governance of the Regional District

Part 2: STANDARDS OF CONDUCT

E. General Conduct

1. Board members and committee members must adhere to the foundational principles and all provisions in the Policy;
2. Board members and committee members must comply with all applicable federal, provincial, and local laws in the performance of their public duties. These laws include, but are not limited to:

- a. *the Local Government Act,*
 - b. *the Community Charter,*
 - c. *the Freedom of Information and Protection of Privacy Act*
 - d. *the Constitution Act of Canada,*
 - e. *the Provincial Human Rights Code,*
 - f. *the Criminal Code,*
 - g. laws pertaining to financial disclosures and employer responsibilities, and
 - h. all relevant Regional District bylaws and policies.
3. Board members and committee members will treat one another and the public with dignity and respect. They must also refrain from abusive conduct, intimidating and demeaning behaviour, and attacks upon the character, professionalism, or motives of others.
4. Board members and committee members have an obligation to consider issues consistently and fairly.
5. When making decisions, Board members and committee members must consider all relevant facts, opinions, and analysis of which they should be reasonably aware.
6. Board members and committee members are obliged to question any request to make a decision or act in a way that may be unethical or unlawful.
7. Committee members must carry out their duties in a manner that allows the Regional Board members to remain informed about local government activities and practices.
8. Should there be uncertainty about the ethical issues around a conduct or decision, Board members, and committee members should consider the following:
 - Is the conduct or decision lawful?
 - Is the conduct or decision consistent with RDCO policy, Board objectives and the Code of Conduct Policy?
 - Will the outcome of the decision or conduct provide a private benefit for the individual, family, friends, or business interests?
 - Can the decision or conduct be justified in terms of the public interest, and would it withstand public scrutiny?

F. Meetings

1. Board members and committee members will prepare themselves for meetings, listen courteously and attentively to all discussions before the body, and focus on the business at hand;
 - a. Cell phones should be silenced during meetings.
2. Board members and committee members will not interrupt other speakers, make personal comments or comments not relevant to the business of the body, or otherwise disturb a meeting.
3. Meetings will provide an environment for transparent and healthy debate on matters requiring deliberation by the Board.

G. Public and Media Relations

1. The Regional Board Chair is the spokesperson for the Regional District on Board matters. The CAO or their designate is the spokesperson for the Regional District on administrative and operational matters.
2. Board members and committee members will accurately communicate the decisions of the Board, even if they disagree with the majority decision of the Board;
 - a. A Board or committee member may state that they voted against a decision but will refrain from making disparaging comments about the Board's decision itself in order to affirm the respect for and integrity of the decision-making process of the Regional Board; and
 - b. All communications by, and on behalf of a Board member, including communications made via social media, are respectful and do not discriminate against, harass, or defame any member, staff, or volunteer.

H. Conflict of Interest

1. Board members and committee members are expected to make decisions that benefit the community. They are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends, or business interests.
2. A conflict exists when an individual is, or could be, influenced or appear to be influenced, by a personal interest, financial (pecuniary) or otherwise, when carrying out their public duty;
 - a. Personal interest can include direct or indirect pecuniary interest, bias, pre-judgement, closemindedness, or undue influence.
3. Board members and committee members must appropriately resolve any conflict or incompatibility between their personal interests and the impartial performance of their public or professional duties in accordance with statutory requirements;
 - a. When considering whether a conflict of interest exists, it is important to consider whether there are any grounds for a reasonable person to think that a conflict exists.
4. Committee members must fully disclose to the Committee Chair any direct or indirect pecuniary interest, any bias or undue influence with respect to any matter immediately.
 - a. When advisory Board members are uncertain whether a conflict exists, the situation must be immediately presented to the Committee Chair for guidance.
5. Board member and committee members must not use confidential information gained through their official position for the purpose of securing a private benefit for themselves or for any other person.
6. Examples of conflicts that may be encountered by Board members and committee members include but are not limited to:
 - a. *Obligation to others:* Board members and committee members must not place themselves in a situation where they may be under obligation to someone who has business dealings with the Regional District, and who would benefit from special consideration or treatment;

- b. *Special advantage/disadvantage*: when Board members and committee members can gain special advantage because of their position or when the Regional District is disadvantaged because of the other interests of Board members, and committee members;
 - c. *Provision of special consideration or treatment*: in the performance of their duties committee members may only grant special consideration or treatment as specifically authorized by the Board or the Chief Administrative Officer;
 - d. *Representation to the Regional Board, its committees, or Tribunals*: Committee members must not represent any private interest(s) except on their own behalf;
 - e. *Use of Regional District owned resources*: Board members and committee members must use Regional District owned equipment, material, time, and property in accordance with RDCO policy, or as specifically authorized by the Regional Board or the Chief Administrative Officer;
 - f. *Discounts/Rebates*: Board members and committee members may not take advantage of discounts/rebates on personal purchases from suppliers having an existing business relationship with the Regional District, unless those suppliers offer the same discount/rebates to the public, or those discounts/rebates are offered to other large employers (public and private) on a no-strings-attached basis to the employer.
7. Board members and committee members must not expect or request preferential treatment for themselves or their family because of their position. They must also avoid any action that could lead members of the public to believe that they are seeking preferential treatment.

I. Gifts and Personal Benefits

1. Gifts and personal benefits are items or services of value that are received by Board members and committee members for their personal use;
 - a. Gifts and personal benefits include but are not limited to:
 - i. cash, gift cards, tickets to events, items of clothing, jewelry, pens;
 - ii. food or beverages, discounts/rebates on personal purchases, free or subsidized drinks or meals, entertainment; and
 - iii. invitations to social functions organized by groups or community organizations.
 - b. The following are not considered to be gifts or personal benefits for the purposes of this policy:
 - i. Compensation authorized by law; and
 - ii. Reimbursement for out-of-pocket costs incurred for authorized travel, living and accommodation expenses associated with attendance at an event.
2. Board members and committee members must not, directly, or indirectly, accept a gift or personal benefit that is intended to influence the member's performance of their respective official duties related to the Regional District;
 - a. Board members may accept gifts and personal benefits received as an incident of the protocol or social obligations that normally accompany the responsibilities of elected office;
 - b. Committee members may accept a gift or personal benefit that meets both of the following criteria:

- i. It has a value of \$50 or less, AND
 - ii. Is received as an incident of protocol or as a Regional District representative on activities such as speaking engagements, technical presentations, business meetings and social obligations reasonably related to their role with the Regional District of Central Okanagan.
3. Notwithstanding this section, Board members and committee members must never accept a gift of cash.
4. Board members and committee members must take all reasonable steps to ensure that their immediate family members do not receive gifts or personal benefits that could appear to an impartial observer to be contrary to this policy or to influence or secure a favour from the Board members and committee member. Immediate family members include parents, spouses, children, and siblings.
5. Board members must disclose any gift or personal benefit they have accepted that is valued at more than \$250;
 - a. If a Board member or committee member receives multiple gifts or personal benefits valued under \$250 from a single individual or source in one calendar year, the gifts must
 - b. be disclosed if the combined value of these gifts for the year is more than \$250;
 - c. Board members and committee members in receipt of gifts or personal benefits that they do not wish to accept have the option of immediately relinquishing the gift or personal benefit to the Chief Administrative Officer without filing a disclosure form. If not relinquished immediately, a disclosure form will be required;
 - d. Responsibility for relinquishing of gifts and personal benefits exceeding a cumulated value of \$250 in one calendar year lies solely with the recipient of the gift.
6. For the purposes of this Policy, the value of each gift or personal benefit will be determined by its replacement cost;
 - a. Where the value for a gift or personal benefit is unclear, the Chief Administrative Officer will determine this value.
7. The Chief Administrative Officer's office will maintain records of all gifts and personal benefits received, including disposition;
 - a. Any gifts or personal benefits that have been received in contravention of this policy must be turned over to the Chief Administrative Officer for safekeeping or disposition, and are the property of the Regional District;
 - b. At the Chief Administrative Officer's discretion, such gifts may be disposed of as follows:
 - i. Returned to the donor;
 - ii. Displayed in the public areas of the corporate head office; or
 - iii. Disposed of by donation, sale, or auction, with any proceeds credited to the Regional District's general administration revenues or to the direct or indirect support of a charitable organization.
 - c. The Chief Administrative Officer may contact the donor, where appropriate, to report on the disposition of the gift.

J. Interactions with Board Members, Staff and Committee Members

1. The Regional Board is the governing body of the Regional District of Central Okanagan. It has the responsibility to govern the Regional District in accordance with the *Local Government Act*, *Community Charter*, and other relevant legislation;
 - a. The Board and their committees must act in accordance with the Board's Procedure Bylaw and the conduct outlined in this Policy;
 - b. Board members must not direct or influence or attempt to direct or influence any staff or committee member in the exercise of their duties or functions;
 - c. Board members are not to contact or issue instructions to any of the Regional District's contractors, tenderers, consultants, or other service providers;
 - d. Board members must not make, or publish public statements attacking or reflecting negatively on Regional District members, staff or committee members; and
 - e. Board members must not approach staff organizations about personal matters of individual members.
2. The Chief Administrative Officer is responsible for the efficient and effective operation of the Regional District organization and for ensuring the implementation of the decisions of the Board.
3. Requests for information from the Board other than over the counter inquiries must be addressed to the CAO who will refer the inquiry to the appropriate staff member to respond;
 - a. Requests for meetings between Board members and managers must be approved by the CAO prior to the meeting;
 - b. Direct access to staff within a department is not permitted unless previously approved by the Chief Administrative Officer.
4. When Board members request information from staff that would constitute more than a technical clarification, the response will be provided to all Board members so that all Board members have access to the same information, unless the information is provided through a formal *Freedom of Information and Protection of Privacy Act (FIPPA)* request.
5. There are distinct and specialized roles expected of staff both in carrying out their responsibilities and in dealing with the Board and their advisory bodies;
 - a. Staff are accountable to the Chief Administrative Officer and the Chief Administrative Officer is accountable to the Board;
 - b. It is inappropriate for Board members to involve themselves in matters of administration, departmental management, personnel, or other administrative responsibilities that fall within the jurisdiction of the Chief Administrative Officer.
6. The Board as a whole, not individual Directors, gives direction to staff through Board resolutions. The Chief Administrative Officer directs administrative staff and oversees the implementation of those Board resolutions;
 - a. Directors will not request staff to undertake work that has not been expressly authorized by the Board; and
 - b. Directors will submit such requests directly to the Board or, where the Director believes the request is of a minor nature consistent with corporate policies, to the Chief Administrative Officer who will:

- i. determine if the request can be accommodated without compromising other Board-approved directives, or
 - ii. if the request needs to be referred to the Board for consideration of resource allocation.
7. The Chief Administrative Officer and senior managers are to be equally helpful to all members of the Board, and should avoid close alliance, or the appearance of close alliance, with any member. Information and advice are to be provided as requested within the limitations of this document.
8. Significant information provided to any Board member, which is likely to be used in a Board meeting or in political debate, should also be provided to all other Board members, and to the Chief Administrative Officer.
9. Committee members must act in accordance with the relevant sections of the Regional District's Procedure Bylaw and the conduct guidelines outlined in this document.
 - a. Committee members must not inappropriately direct or influence, or attempt to direct or influence, any staff in the exercise of their duties or functions except where such direction or influence is necessary to fulfill the specific mandate of the committee; and
 - b. Committee members must not make public statements unfairly attacking or reflecting negatively on the Regional District of Central Okanagan, the Regional Board, individual Board members or staff.

K. Confidential Information

1. Board members will be aware of their responsibilities under Section 205 of the *Local Government Act* and Section 117 of Division 1 of Part 5 of the *Community Charter* and will fulfill the requirements of the legislation.
2. Board members will not disclose or release to anyone, confidential information acquired by virtue of their office, in either oral or written form except when required by law or authorized by the Board to do so.
3. Board members will not disclose the substance of deliberations of an in-camera meeting until the Board approves a resolution to bring formerly confidential information to a meeting that is open to the public or releases the information to the public.
4. Confidential information includes documents and discussions regarding all matters described under Section 90 of the Community Charter affecting the business affairs of the Region as well as information provided by a third party on a confidential basis. Confidential information also includes, but is not limited to information:
 - a. Disclosed or discussed at an In-Camera or Confidential Meetings of the Board;
 - b. That is circulated to Directors and marked "Confidential"; or
 - c. That is given verbally in confidence in preparation for or following an in-camera meeting.

L. Use of Public Resources

1. Board members and committee members will not use Regional District resources, such as staff time, equipment, supplies, websites, facilities, or other property, other than for the discharge of their duly authorized duties dealing with Regional District business and in no case for personal convenience or profit.

M. Advocacy

1. It is recognized that Board members play a dual role of representing the interests of their respective taxpayers, while recognizing the benefits of regional collaboration and cooperation within the democratic process of decision making as a regional entity. All members of the Board will:
 - a. respect the diverse interests of its citizenry and the role of the Regional Board to balance the views of their respective jurisdictions with that of other jurisdictions;
 - b. consider all aspects of an issue including applying the Key Principles of this Policy prior to making decisions that support the Boards strategic objectives; and
 - c. While it is not anticipated that all decisions will be unanimous, it is recognized that the decisions of the Board will be the only position portrayed as a corporate decision.
2. When presenting their individual opinions and positions, members of the Board will expressly state that the views are their own and do not represent the views of the Regional District;
 - a. Board members will not use Regional District letterhead for personal matters or to convey an opinion on any matter not specifically approved by the Board.

N. Political Activity

1. Board members will not undertake campaign related activities on Regional District property during regular working hours unless specifically organized by the Regional District (i.e., candidate procedures, all candidate orientation, etc.).
2. Board members will not use any Regional District property for campaign work including Regional District photocopiers, computers, email lists, etc.

O. Bullying, Harassment, Discrimination

The RDCO will not tolerate bullying, harassment, or discrimination in the workplace by Board members or committee members. This applies to all forms of communication including but not limited to direct and indirect verbal, written and electronic means:

1. **Bullying** includes an intentional and persistent pattern of mistreatment towards another person that causes physical or emotional harm. Bullying usually involves repeated incidents or a pattern of behaviour through an assertion of power that is intended to intimidate, offend, degrade, or humiliate a person or group.
2. **Harassment** is any action, conduct or comment, including of a sexual nature, that can reasonably be expected to cause offence, humiliation or other physical or emotional harm.

3. **Discrimination** is to treat a person differently because of prohibited grounds found in provincial human rights legislation;
 - a. In British Columbia, the human rights legislation protects against discrimination on the grounds of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, or age of that person or because that person has been convicted of a criminal or summary conviction offence that is unrelated to the employment or to the intended employment of that person.

Notwithstanding this Policy, every person who experiences bullying, harassment, or discrimination continues to have the right to seek assistance from WorkSafe BC and/or the British Columbia Human Rights Commission, even when steps are being taken under this policy.

Part 3: COMPLAINTS, COMPLIANCE, AND ENFORCEMENT

P. Reprisals and Obstruction

1. The Regional District will not retaliate against anyone who, in good faith, reports a known or suspected violation of this Policy.
2. Board members, Committee members and staff have the right to raise concerns under this Policy without fear of retaliation:
 - a. Retaliation includes but is not limited to acts of hostility, encouraging hostility by other employees, or spreading rumours about the complainant.
 - b. Retaliation is a violation of this Policy and will not be tolerated.
3. Board members and Committee members will respect the integrity of the Policy and investigations conducted under it;
 - a. It is a violation of the Policy to obstruct an investigation.

Q. Addressing a Complaint

1. Board members and Committee members are encouraged to discuss their concerns with the person who is allegedly committing the offensive act if they feel comfortable doing so. Making the other person aware they are not adhering to the foundational principles or standards of conduct in the work environment is often enough to resolve the situation.
2. If such discussions do not resolve the matter, or if a complainant is uncomfortable approaching the other person, immediately document and report the incident to the Regional Board Chair using the form provided as Appendix A;
 - a. Where the Regional Board Chair is the respondent or complainant, the incident should be reported to the Vice Chair.
3. Should the person not wish to complete a written complaint, and alleges, or believes that they have witnessed or been subject to conduct by a Board or committee member in breach of this bylaw, that person may approach the Chair on a confidential basis without the need to file a complaint;

- a. the Chair will diarize the following details of the incident for future consideration should it happen again;
 - i. The name of the respondent;
 - ii. The date and when the incident(s) occurred;
 - iii. Details about the situation and which of the standards of conduct have been breached and how;
 - iv. Name and contact information (if known) of any witnesses to the situation;
 - v. Name of the complainant; and
 - vi. Any other information to substantiate the complaint.
4. To confirm, no action will be taken if an incident form has not been completed.

R. Investigation Process

1. Investigating all Incidents and complaints related to standards of conduct will, by default, be conducted by the Chair or Vice-Chair and will:
 - a. be undertaken promptly and diligently, and be as thorough as necessary given the circumstances;
 - b. Be conducted fairly and impartially, providing both the complainant and the respondent equal treatment in evaluating the allegations;
 - c. Be conducted in a manner sensitive to the interests of all parties involved, and maintain confidentiality to the extent possible;
 - d. Focus on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses; and
 - e. Incorporate, where appropriate, the needs or requests from the complainant or respondent for assistance during the investigation process.
2. In complex or sensitive situations an external investigator may be hired to conduct a formal investigation;
 - a. A matter may be referred by an investigator to another forum, such as through a police investigation, Human Rights Tribunal, WorkSafeBC, or the Ombudsperson.
3. All investigations will be followed up and documented;
 - a. The complainant(s) will be advised of the investigation outcomes only;
 - b. For privacy reasons, details of the investigation, including any notes, reports and materials will remain confidential and will not be released; and
 - c. The report will include a recommendation of the appropriate resolution, time frame, and a means for dealing with any outstanding concerns.
4. Recommendations resulting from an investigation into a breach of the Policy may result in:
 - a. Dismissal of the complaint;
 - b. A resolution between parties by mutual agreement; or
 - c. Determination of a violation of the Policy.
5. The RDCO will keep all records pertaining to investigations and findings in a secure and confidential manner.

S. Corrective Actions

1. As a reminder, the RDCO's values include trust, respect, and the application of the highest ethical standards. As a result, any false allegation or report made in bad faith during an investigation, or at any other time, is a violation of this Policy and can lead to consequences described in this document.
2. The remedies that may be recommended and imposed by the Chair for a single violation of this Policy include the following:
 - a. a request for the respondent to issue a letter of apology to the affected party;
 - b. limitations on access to staff members;
 - c. limitations on access to certain RDCO facilities;
 - d. a letter of warning regarding future consequences;
 - e. reporting and recommendations to the Regional Board for additional remedies.
3. The remedies that may be recommended and imposed by the Regional Board for any single or multiple violation of this Policy include the following:
 - a. a request for the respondent to issue a letter of apology to the affected party;
 - b. a letter of reprimand from the Board, addressed to the respondent;
 - c. the publication of the letters contemplated in subsections (a) and (b), along with the respondent Board or committee member's response, if any;
 - d. limitations on access to staff members;
 - e. limitations on access to certain RDCO facilities;
 - f. a letter of warning regarding future consequences;
 - g. removal or ban from committee membership;
 - h. suspension or removal as Chairperson or Vice-Chairperson of the Board or committee;
 - i. dissolution of a Board advisory committee;
 - j. prohibition from representing the RDCO at events
 - k. prohibition from attending conferences or seminars at Regional District expense;
 - l. suspension or removal from appointments to internal and external Board committees;
 - m. imposing further travel or expense limits beyond those in RDCO policy;
 - n. restricting how confidential information and documents are provided to the member; and
 - o. any other recommended sanction that is not contrary to board authority.
4. The remedies recommended by the investigator will be reasonable and proportionate to the incident, using the following considerations:
 - a. the degree and nature of the conduct;
 - b. whether the contravention was a single or repeated act;
 - c. nature of the work relationship between the complainant and the respondent;
 - d. the Board or committee members acknowledgement of wrongdoing; and
 - e. the Board or committee members history of other contraventions.

T. Confidentiality

1. The RDCO recognizes that some complainants may find it difficult to come forward with a complaint and may wish such matters to remain confidential:

- a. To protect the interests of the complainant, the person complained against, and others who report such incidents, all parties have an obligation to maintain confidentiality throughout the investigative process.
- b. Information relating to a complaint will only be disclosed to the extent necessary to carry out investigative procedures, or if corrective measures are warranted, to carry out those measures.
- c. All statements and written materials, including notes/reports prepared by an investigator, related to the investigation of the complaint under this policy will be treated as confidential and will only be disclosed to the extent necessary to carry out investigative procedures, if corrective measures are warranted, to carry out those measures, or if legally bound to do so.

U. Implementation

1. This Policy is intended to be self-enforcing and is therefore most effective when Board and Committee members are thoroughly familiar with, and embrace, the provisions of this policy.
 - a. Persons elected or appointed to the Regional Board and their advisory bodies will be requested to sign the Policy Statement affirming they have read and understand the Regional District's Code of Conduct: Respectful Workplace Policy.
2. This Policy will be reviewed at the beginning of each Regional Board term, or shortly thereafter, at a date, time and location as determined by the Board.

V. Impact on Board Decisions

A Violation of this Policy will not be considered a basis for challenging the validity of a Regional District decision.

***** END OF POLICY *****

Appendix A: Complaint Form

If a Board Member or Committee Member believes that they have witnessed or been the subject of behaviour in violation of this Policy, complete this complaint form and provide to the Regional Board Chair immediately.

Incident Details

1. Name of Respondent:

2. Date, time, location of the incident:

3. Describe the situation and which of the Standards of Conduct have been breached and how:

4. Name and contact information (if known) of any witnesses to the situation:

Complainant Details

1. Name of complainant:

2. Any other information to substantiate the complaint:

3. List of relevant documents attached to the complaint: