

Headwaters Communities in Action Code of Conduct:

Headwaters Communities in Action (HCIA) is a citizens group that fosters leadership and action in support of a long-term vision of community well-being for the Headwaters Region. We do this by helping to inform and engage citizens about issues affecting the well-being of our community. By hosting community conversations and encouraging people from different sectors and municipalities to work together, we help to coordinate effective responses to shared issues.

To accomplish these objectives, it is important to be seen as a credible and ethical voice in the community. Therefore, HCIA leadership council (LC) members and project managers will abide by the following code of conduct.

Individuals shall:

- Actively perform their duties as per the specified requirements and responsibilities;
- Work collaboratively with HCIA LC members and project managers or consultants;
- Seek advice on any policies and procedures that may be relevant, including potential conflicts of interest between an individual's interests, and the broader interests of the HCIA as an organization;
- Act, in any public or community capacity, to represent the HCIA's mission, mandate, and policies and values, first and foremost;
- Exercise their responsibilities honestly and in good faith as representatives of the HCIA at large and do so with due diligence, in a reasonable and prudent manner, without prejudice to personal/professional interests or involvements;
- Not speak on behalf of the HCIA in any official capacity, without proper vested authority given by the Chair of the Leadership Council. Project Managers may speak on behalf of their project, though not on behalf of the HCIA organization itself.
- Not use their position to obtain benefits for themselves, their company, clients, third parties, or family members;
- Represent the HCIA in a professional, respectful, and appropriate manner that reflects positively on the HCIA and its membership;
- Respect and support HCIA's by-laws, policies, Code of Conduct, and the decisions;
- Honour the confidentiality of all *in camera* discussions
- Not practice or tolerate discrimination or harassment against any staff member, Board member, Committee member, volunteer or member of the public on the grounds of race, gender, sexual orientation, age, marital status, family relationship, economic status, identity, or disability;
- Demonstrate respect for all fellow LC members, Committee Members, consultants and project managers, volunteers and the public;

- Respect and give fair consideration to diverse and opposing viewpoints.
- Adhere to these guidelines. Should any discrepancy be observed or any grievances arise from, by or about an individual, it will be directed through the HCIA LC Chair for resolution.