

Policy 4

TRUSTEE CODE OF CONDUCT

The Foothills School Division Trustee Code of Conduct links the Division's mission, values, and principles with standards of Trustee professional conduct. The code reflects the values The Foothills School Division (FSD) wishes to foster throughout the Division and, in doing so, defines and models expected Trustee behavior. It serves as both an internal guideline and an external statement of our corporate values and commitments.

The Board commits itself and its members to act in a professional manner. It is expected that all professional interactions and relationships will be characterized first and foremost by affirming the worth and contribution of each individual. Trustees will also act consistently in the best interest of all learners and the Foothills community while demonstrating empathy and genuine concern for others; and always acting with fairness, respect and integrity.

This Code of Conduct is to be given a broad interpretation in accordance with applicable legislation. It is not possible to write a Code of Conduct that covers every scenario and, accordingly, Trustees are to be guided by and conduct themselves in a manner that reflects the spirit and intent of this Code. The professional behaviour and decisions of Trustees shall be governed by the following guiding principles and specific obligations.

Guiding Principles

- Trustees shall engage in the highest ethical and professional conduct during meetings of the Board or committees of the Board, and at all other times in a manner that would not discredit or compromise the integrity of the Board nor the Division.
- Trustees shall act in good faith and in the best interest of The Foothills School Division community.
- Trustees shall uphold and protect the public interest.
- Trustees shall engage with the community and model a culture of integrity, assurance, and transparency.

Specific Obligations

- Trustees are obligated to meet the specific responsibilities as outlined in all relevant provincial legislation and regulations as well as The Foothills School Division [Trustee Guide to Good Governance](#).

- Trustees shall comply with provincial and school system requirements relating to all matters of confidentiality. In the course of their duties, Trustees may become privy to confidential information received outside of an “in-camera” meetings. Trustees must not:
 - disclose or release by any means to any staff member of the Division, member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by the Board;
 - access or attempt to gain access to confidential information in the custody or control of The Foothills School Division unless it is necessary for the performance of the Trustee’s duties and is not otherwise prohibited by the Board, and only then if the information is acquired through appropriate channels in accordance with applicable Board Policies and Administrative Procedures;
 - use confidential information for personal benefit or for the benefit of any other individual or organization.
- Trustees’ fiduciary responsibility supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other Boards or staffs or acting as an individual consumer of the Division’s services.
- Trustees shall disclose the nature of any pecuniary interest as outlined in the [Education Act](#), and abstain and absent themselves from discussion or voting on the matter in question.
- A Trustee shall not use his or her office to advance the Trustee's interests or the interests of any family member or person or organization with whom or with which the Trustee is related or associated.
- Trustees shall not use their influence to obtain employment within the Division for family members or friends.

Trustees will refrain from initiating, participating in, or encouraging the filing of complaints against fellow Trustees that are malicious, unwarranted or without basis in fact. Furthermore, Trustees shall refrain from knowingly assisting or inducing a fellow Trustee to contravene the Trustee Code Conduct.

Consequences for the failure of individual Trustees to adhere to the Trustee Code of Conduct are specified in Policy 4 Appendix – Trustee Code of Conduct Sanctions.

Legal Reference: [Relevant Legislation & Guidelines](#)

Appendix A - Trustee Code of Conduct Sanctions