



POLICY: CODE OF CONDUCT & ETHICS	POLICY #: G3
Owner:	Governance Committee
Original Date of Policy	May 25, 2015
Last Approval Date	Aug 26, 2020
Current Approval Date	Aug 31, 2021
Next Review	2022

PURPOSE

To establish the expectations and standards that will govern the manner in which all members of the connectFirst Credit Union Board of Directors conduct themselves. In addition, to provide a framework to guide board member's conduct in a way that upholds the integrity and reputation of the credit union and ensures compliance with all applicable legislation

POLICY STATEMENTS

- (i) connectFirst is committed to the highest standards of governance and each individual board member is expected to commit themselves to the highest standards of personal integrity; to ethical, businesslike and lawful conduct, and to act in a manner that best serves our members, employees and our communities.
- (ii) connectFirst will establish and maintain a Code of Conduct and Ethics Policy which reflects the credit union's values, recognising that the credit union's reputation can be affected (negatively and positively) by the actions and behaviours of members of the Board.
- (iii) connectFirst will establish and maintain a Code of Conduct and Ethics Declaration in which all board members shall agree to comply with and conduct themselves in accordance with during the course of fulfilling their responsibilities.
- (iv) Connect First is committed to demonstrating transparency and accountability to all stakeholders and as such this Policy and the Code of Conduct and Ethics requirements will be published for all to access on the Connect First website.
- (v) The connectFirst Board will use the Code of Conduct and Ethics Policy and Declaration to guide and assess each decision and action taken on behalf of connectFirst Credit Union and its stakeholders. Individual board members will use the Code to make appropriate decisions for themselves on behalf of the Board.

- (vi) connectFirst recognizes that the range and complexity of the credit union activities are such that it is not possible to produce an exhaustive list which covers all situations and board members understand that the Code does not cover every specific scenario. Therefore, they use the spirit and intent behind the Code to guide their conduct, and exercise care and diligence in the course of their work with the credit union.
- (vii) As described in its Bylaws, connectFirst makes every effort through its board member criteria, and in its Board application process, to identify and recommend board members to serve on the Board who demonstrate the following: cooperative values; principles of good governance; fiscal and legal responsibility and ethical integrity.

GUIDELINES

1. A Code of Conduct and Ethics Declaration, as per Appendix A, will be reviewed and signed by new board members upon election or appointment to the Board.
2. The Code of Conduct and Ethics Policy and Declaration is reaffirmed annually by the Governance Committee to ensure it remains current and relevant.
3. The Code of Conduct and Ethics Policy applies to all board members. All board members are required to review and attest to compliance with the Code of Conduct & Ethics on an annual basis by signing the Declaration.
4. All board members of the credit union are expected to be familiar with the Code and to adhere to those principles and procedures set forth in the Code that apply to them.
5. The Governance Committee is responsible for the administration of the Code of Conduct and Ethics Policy and if questions arise, they will be settled in accordance with the spirit and intent of the Code.
6. In the event of an alleged violation of the Code of Conduct and Ethics, the complaining party shall provide, in writing, the complaint in full details to the Board Chair. A board member who is alleged to have violated the Code of Conduct and Ethics Policy shall be informed in writing by the Board Chair. If the complaint relates to the Board Chair, the complaining party shall provide details in writing to the Chair of the Governance Committee.
7. Depending on the nature of the alleged violation, the board member who is alleged to be in violation of the Code may be considered suspended from the Board until the issue is brought forward for consideration to the full Board. The nature of any such suspension would be determined at the next Board meeting (in-camera) or at an ad hoc in-camera meeting of the Board called to discuss the issue.
8. In camera, at any point in the process, the Board may choose to meet without either party first to understand the context, confirm facts and develop an understanding of the situation

9. The individual board member, who is alleged to have violated the Code as well as the party making the allegation, will be invited to represent their actions/perspectives/concerns. This is consistent with the principles of "right to be heard" and "procedural fairness" and ensures that the individual affected has the opportunity to present the situation from their point of view.
10. If the complaining party is a board member, he or she and the respondent board member shall absent themselves from any vote to resolve the complaint.
11. Connect First takes its Code of Conduct and Ethics Policy very seriously and any board members found to be in breach of the Code may be required to resign from the Board, pursuant to the Code of Conduct and Ethics Declaration and Bylaws 8.2, 8.3 and 8.4.

MONITORING & REPORTING

Completed Code of Conduct and Ethics Declarations will be kept by the Board resource in a secure place.

RELATED LINKS & APPLICABLE STANDARDS

Connect First Credit Union Bylaws #8.2 (d), 8.3, 8.4

Credit Union Act (Alberta): Section 65

Conflict of Interest Policy (G4);

Individual Board Member Accountability Policy (G9),

Board Member Role Profile

CUDGC Standards of Sound Business Practice:

G1 - Understand and Fulfill Responsibilities

G7 - Establish standards of Business Conduct and Ethical Behaviour

Code of Conduct and Ethics Declaration