

### POLICY

In accordance with the Manitoba Public Schools Act (PSA) 35.1 (1), the Hanover School Division Board expects all trustees to adhere to the highest ethical standards and conduct all duties of a trustee in a fair, respectful and impartial manner. Trustees are required to:

1. Serve Hanover School Division to the best of their abilities, acting with integrity, being accountable for their actions and decisions, devoting time, thought and study to the duties of a trustee.
2. Respect the authority vested in the role of the Superintendent of Schools and his/her senior staff and shall give the responsibility to manage and operationalize policies and directions, which have been established and evaluated by the Board, to its executive officers.
3. Trustees shall treat colleagues, divisional and school staff, students and community members in a respectful and courteous manner. If a concern is brought to the attention of a trustee, the trustee should ensure that it is dealt with through the proper channels of staff communications. The order of communication being: teacher, principal, superintendent, Board Chair and the Board.
4. Become informed about current educational topics and trends through individual study, participation in programs sponsored by local or provincial affiliations and attending and participating in educational conferences and/or workshops.
5. Work with fellow trustees in a spirit of harmony and cooperation, being respectful of differences of opinion that may arise in committee and Board debates and discussions.
6. Observe proper decorum and encourage full, open, and courteous discussions in all matters with other trustees, taking no action that could compromise the integrity or authority of the Board.
7. Express any contrary opinions in a professional, respectful, and honest manner, encouraging the free expression of opinion by all trustees, while at the same time respecting formal decisions and resolutions of the Board.

#### Conflict of Interest

1. Once a trustee becomes aware that he or she is in a position that creates a conflict of interest or a perceived conflict of interest, he or she will declare the nature and extent of the conflict. When the conflict has been disclosed, the trustee involved must abstain from deliberating or voting on the issue, giving rise to the conflict.
2. Trustees shall not accept a pecuniary benefit or gift from any person, group or vendor having an association with the Board and shall disclose, to the board, all gifts that have been offered.
3. Trustees shall not use the school(s) or the school division's property and/or resources for personal advantage or for the advantage of family and friends. It is the ethical and legal duty of each trustee to avoid conflict of interest in all trusteeship responsibilities.

#### Confidentiality

1. Trustees must respect the strict confidentiality of all personal or confidential information obtained in his or her capacity as a trustee.

2. Trustees shall take no action that might compromise in any way the Board, the Division or any of its employees or students.
3. Trustees will ensure that:
  - 3.1. The substance of information obtained during *in camera* meetings is not shared;
  - 3.2. Material distributed during *in camera* meetings is returned to the divisional administration as deemed necessary by the Freedom of Information and Personal Privacy and Personal Health Information Acts;
  - 3.3. All information related to divisional personnel matters remains at the site of *in camera* meetings, unless otherwise advised by the divisional administration;

### Enforcement of the Trustee Code of Conduct

1. A trustee must uphold the commitments articulated in the Hanover School Division's Trustee Code of Conduct and address any violation(s) at a closed meeting of the Board following the guidelines represented in Appendix A - Addressing a Breach of the Trustee Code of Conduct.
2. If a school board determines that a trustee has breached the code of conduct that applies to the trustee, the board may impose one or more of the following sanctions:
  - 2.1. Censuring the trustee.
  - 2.2. Barring the trustee from attending all or part of a meeting of the school board or a committee of the school board.
  - 2.3. Suspending the trustee from the school board, including suspending all the trustee's rights, duties and privileges as a member of the school board, for up to three months.
3. A motion to sanction a trustee is subject to the following rules:
  - 3.1. The motion may be debated at a board meeting that is closed to the public, but must be voted on in a public meeting.
  - 3.2. To be approved, a motion to impose a sanction requires an affirmative vote of 2/3 of all the members of the Board.
  - 3.3. The Board may specify that the annual indemnity payable to a trustee may be reduced as a result of being sanctioned.
4. A trustee may appeal a sanction to a single adjudicator appointed by the Minister of Education and Advanced Learning. A trustee who wishes to appeal a sanction must first provide written notice to the Minister of Education and Advanced Learning within 10 days of the date the sanction was imposed.
5. The costs of adjudication are to be paid by the school division. If authorized by the adjudicator the school division may recover some or all of the costs from the trustee that was sanctioned.

Legal References: Manitoba Public Schools Act

Additional Information:

Appendices: Appendix A – Addressing a Breach of the Trustee Code of Conduct