

Vision

Every child is valued and reaches their full potential.

Mission

We provide nurturing, play-based early learning to support each child in realizing their potential while giving families peace of mind.

Purpose

RisingOaks Early Learning Ontario is committed to ensuring that in all aspects of its affairs it maintains the highest standards of public trust and integrity to the benefit of the children and towards achieving the Mission.

Application

This Code of Conduct applies to all directors, including *ex-officio* directors and non-board members of board committees and officers of RisingOaks. References to Directors/directors in this Code are intended to apply to Officers and other volunteer leaders. Items referenced as “*Directors*” apply only to the actual directors elected by the membership to serve on the Board.

Directors’ Duties

- a. All “*Directors*” of RisingOaks stand in a fiduciary relationship to the organization. As fiduciaries, directors must act honestly, in good faith, and in the best interests of RisingOaks Early Learning.
- b. Directors will be held to strict standards of honesty, integrity and loyalty. A director shall not put personal interests ahead of the best interests of RisingOaks.
- c. Directors must avoid situations where their personal interests will conflict with their duties to RisingOaks.
- d. *Directors* must also avoid situations where their duties to RisingOaks may conflict with duties owed elsewhere.
- e. In addition, all directors must respect the confidentiality of information about RisingOaks, its employees, customers and any other information that is not made publicly available but received in the course of fulfilling the role of director, officer or committee member.

Best Interests of the Corporation

- f. *Directors* must act solely in the best interests of RisingOaks. All *directors*, including *ex-officio* directors, are held to the same duties and standard of care. Directors must act in the best interests of the overall organization, even if this conflicts with the interests of a specific RisingOaks centre or program.

Confidentiality

- g. It is recognized that the role of director may include representing RisingOaks in the community. However, such representations must be respectful of and consistent with the director's duty of confidentiality. In addition, the Chair is the only official spokesperson for the board. Every director, officer and employee of RisingOaks shall respect the confidentiality of information about RisingOaks whether that information is received in a meeting of the board or of a committee or is otherwise provided to or obtained by the director.
- h. A director is in breach of his or her duties with respect to confidentiality when information is used or disclosed for other than the purposes of RisingOaks.

Board Spokesperson

- i. The board has adopted a policy with respect to designating a spokesperson on behalf of the board. Only the Chair or designate may speak on behalf of the board. The CEO or their designate may speak on behalf of the organization.
- j. No director shall speak or make representations on behalf of the board unless authorized by the Chair or the board.
- k. When so authorized, the board member's representations must be consistent with accepted positions and policies of the board.

Media Contact and Public Discussion

- l. News media contact, responses and public discussion of RisingOaks' affairs should only be made through the board's authorized spokespersons. Any director who is questioned by news reporters or other media representatives should refer such individuals to the appropriate representatives of the organization.

Social Media

- m. Although individuals are free to express themselves using personal accounts, this should be done in a manner which reflects the fact that directors of RisingOaks have a responsibility to represent RisingOaks and its members.
 - Messages posted to personal accounts by directors should be consistent with RisingOaks' values and stated policy or advocacy positions. Posting messages that run counter to this policy will be dealt with on a case by case basis and could result in the loss of the leadership position for that volunteer.
 - Any director who is writing about the undertakings of RisingOaks and/or stating a position about a topic of interest to RisingOaks, must use some variation of the following disclaimer: "The views expressed here are those of the writer and should not be inferred as those of RisingOaks Early Learning Ontario."
 - Directors should consider the effect on their reputation and, by extension, that of RisingOaks, of posts on personal accounts with references to abuse against children, drug or alcohol abuse, profanity, off-colour or sexual humour, personal insults, discriminatory slurs, or obscenity. Such statements on a personal account that are deemed to pose a material risk

to RisingOaks' reputation, the reputation of a volunteer, or to the ability of a staff member to perform their job will be dealt with on a case by case basis by the Chair.

Respectful Conduct

- n. It is recognized that directors bring to the board diverse background, skills and experience. Directors will not always agree with one another on all issues. All debates shall take place in an atmosphere of mutual respect and courtesy.
- o. The authority of the Chair must be respected by all directors and the CEO.

Corporate Obedience – Board Solidarity

- p. "Directors" acknowledge that properly authorized board actions must be supported by all "directors". The board speaks with one voice. Those "directors" who have abstained or voted against a motion must adhere to and support the decision of a majority of the "directors".

Obtaining Advice of Counsel

- q. Request to obtain outside opinions or advice regarding matters before the board may be made through the Chair.

Amendment

- r. Board of Directors approval is required to amend this Code of Conduct.

I have read and agree to the terms laid out in this Code of Conduct and the attached Board Norms.

Print Name

Signature

Position(s)

Date