

Policy and Procedure

Title:	Code of Conduct – Board of Directors		
Policy Number:	07.005	Section:	Governance (Board)
Effective Date:	June 16, 2011		
Revised Date:	April 20, 2023		
Approving Body:	CCMB Board of Directors and President and CEO		
Authority:	The Health System Governance and Accountability Act		
Responsible Officer:	President and CEO		
Delegate:			
Contact:	President and CEO or Board Chair or Vice-Chair via Board Coordinator		
Applicable to:	All Board of Directors members		

1.0 BACKGROUND:

Not Applicable

2.0 PURPOSE:

- 2.1 To ensure that the Members (the “Members”) of CancerCare Manitoba’s Board of Directors (the “Board”) conduct themselves at all times in an appropriate manner, consistent with the vision, mission and values of CancerCare Manitoba.

3.0 DEFINITIONS:

Not Applicable

4.0 POLICY:

- 4.1 Members commit themselves to professional and lawful conduct in accordance with The Health System Governance and Accountability Act (the “Act”) and all related By-laws (collectively, the “By-laws”) and, without limiting the generality of the foregoing, shall fulfill all of the expectations of a Member that are expressly noted in the Act or in any such By-law.
- 4.2 Members shall review, understand, and fully comply with all of the policies that apply to Members and that are now or hereafter established by the Board (collectively, the “Member Policies”).
- 4.3 Members shall report all suspected violations of this Code of Conduct (including any failure to fully comply with the Act, any By-law or any Member Policies) to the Chair of the Board or to the Vice-Chair in the event that the Member suspected to have violated this Code of Conduct is the Chair.
- 4.4 Where a Member is alleged to have violated this Code of Conduct, and appropriate means to address the matter are not provided in the Act, any By-laws, or Member Policies, the Chair or the Vice-Chair, as the case may be, to whom the violation was reported shall investigate the allegation and submit their report to the Executive Committee of the Board as quickly as reasonably possible in the circumstances. Where, in the opinion of the Executive Committee, formal action is

CANCERCARE MANITOBA GOVERNING DOCUMENTS Policy and Procedure	
Title: Code of Conduct – Board of Directors	Policy No. 07.005
Page: 2 of 4	

required, the matter will be brought to the attention of, and considered by, the Board.

- 4.5 Any Member who is not prepared to comply with any provision in this Code of Conduct shall either immediately resign as a Member or have their appointment as a Member revoked in accordance with the Act or By-laws.

- 5.0 **PROCEDURE:**
Not Applicable

- 6.0 **REFERENCES:**
Not Applicable

CANCERCARE MANITOBA GOVERNING DOCUMENTS Policy and Procedure	
Title: Code of Conduct – Board of Directors	Policy No. 07.005
Page: 3 of 4	

Policy Contact: All enquiries relating to this policy should be directed to:	
Name:	
Title/Position:	Policy Officer Policy Office and CancerCare Policy Committee CancerCare Manitoba
Phone:	
E-mail:	
Address: (if required):	

DOCUMENTATION	
Policy Location: This policy is located (hard and e-copy formats):	
1.	The original signed and approved policy is on file in the Executive Office, CCMB
2.	The e-copy is on file in the CCMB Governing Documents Library, SharePoint
3.	The e-copy is on file in the CCMB Board Members Resource Centre on the Board SharePoint site.

Revision History:				
Date	Version	Status	Author	Summary of Changes
dd/mm/yyyy	#	Initial, Draft Final Minor/Major revision		
06/11/2018	1	Minor revision	S.Friedenberger	Reformatted to new template
14/03/2019	2	Minor revision	CCMB Board	Minor revisions to wording
04/13/2023	3	Minor revisions	Executive Committee	Updated name of the Act and pronoun change
04/20/2023	3	Reviewed	Board	Approved revisions recommended by the Executive Committee

Approvals Record:		
This Policy requires approval by:		
Approval		
Date	Name / Title	Signature
04/20/2023	CancerCare Manitoba Board	N/A

CANCERCARE MANITOBA GOVERNING DOCUMENTS
Policy and Procedure

Title: Code of Conduct – Board of Directors

Policy No. 07.005

Page: 4 of 4

FINAL APPROVAL:

Date	Name / Title	Signature
April 20, 2023	Dr. S. Navaratnam, President and CEO Mr. Jeoffrey Chipman, Chair, Board of Directors CancerCare Manitoba	<i>Approved by Dr S. Navaratnam and Mr. J. Chipman</i>