

Director Code of Conduct

The Board of Directors (BoD) of the London & District Construction Association (LDCA) is structured to broadly represent the various groups of members who comprise the LDCA. It is via the diversity of interests and perspectives of the entire industry that LDCA gains its strength.

Directors, reflecting the industry, are committed to teamwork and collaborative and effective decision-making.

This Code of Conduct is a guide for appropriate and desired behavior of LDCA Directors that reflects and supports the values of the LDCA. The overarching Code in the Code of Conduct is: Directors shall, when serving as a Director of the LDCA, act and behave with honesty and integrity in the best interests of the LDCA and its membership.

Towards this end Directors shall, during LDCA BoD meetings and when representing or working for the LDCA act and behave as follows:

ACCOUNTABILITY:

- Adhere to all laws and regulations that impact LDCA
- Separate their private member interests from their LDCA Director interests
- Fairly and impartially represent the broader interests of membership.
- Advocate for the LDCA and its mission wherever and whenever the opportunity arises in their own personal and professional networks
- Familiarize themselves with the by-laws, policies and other documents that are necessary for the performance of the duties as a Director
- Attend meetings and be prepared, having read advance materials so they can engage in discussion and constructive debate
- Serve actively during their term as a Director and on any committees or panels to which they have been appointed
- Commit the time and effort required to be an effective Director
- Exercise care, diligence, skill, integrity, and prudence in carrying out their work as a Director

RESPECTFUL CONDUCT:

- Behave respectfully of others, with courtesy and professionalism
- Engage actively and positively to ensure full and effective discussions and interactions
- Ensure an environment free of harassment or discrimination of any kind based on age, race, gender, sexual orientation and ethnicity, or any other grounds prohibited by law
- Refrain from giving unwarranted direction, negative feedback, or criticism to LDCA staff, other Directors or LDCA members
- Participate in and encourage open and honest discussion and interactions where previously held views, beliefs and positions can be amended to enable better decisions

BOARD SOLIDARITY:

- Support and avoid criticism of BoD decisions even if one's own view is a minority one
- Refrain from trying to influence other Directors outside of BoD meetings that may create factions and possibly limit free and open discussion
- Direct news media and other public contacts requesting LDCA interactions, positions, perspectives and views to authorized representatives

CONFIDENTIALITY:

- Refrain from disclosing or discussing differences of opinion on the BoD with those who are not Directors. The BoD should communicate externally with and as "one voice"
- Respect the confidentiality of information and rights for personal privacy on sensitive issues, especially related to human resource and legal matters
- Return promptly to the LDCA, upon end of service, all documents, electronic and hard files, reference materials, and other property entrusted to the Director for the purpose of fulfilling his or her duties
- Maintain confidentiality even after a term of office ends

INTEGRITY:

- Be honest with others and true to themselves
- Make unbiased decisions in the best interest of LDCA membership
- Adhere to conflict of interest guideline
- Refrain from personal gain arising from their role as a Director
- Maintain boundaries and avoid comingling personal and professional interests
- Self-evaluate their performance and act to continuously improve
- Neither solicit or accept benefits for performing acts arising from Directorship except as provided for in the by-laws or policies

Compliance with the Code of Conduct

I understand all of the provisions outlined in this Code of Conduct and agree to abide by them. I am aware that failure to comply with any provision of the Code may result in appropriate action being taken. This agreement will be renewed annually.

NAME

SIGNATURE

DATE