



Foster Parent Support Services Society

"Serving the Foster Parents of the Vancouver Island Region through Support, Networking, Education and on-going Training"
Regional Office: 145-735 Goldstream Avenue Victoria V9B 2X4 / toll free: 1-888-922-8437 fax: 778-430-5463
websites: www.fpsss.com

Annual Code of Ethics, Confidentiality, and Conflict of Interest Agreements FPSS Society Board of Directors

Please read all attached policies prior to completing this form. When the form is complete and has been signed and witnessed, return it to the Executive Director or Designated Staff Member.

- I have read, understand, and will comply with the Organization's Code of Ethics and any other Code of Ethics I may be committed to, to the best of my ability.
- I understand that a violation of either the Organization's Code of Ethics or any other Code of Ethics that I may be committed to may result in discipline actions, up to and including dismissal.
- I have read and understand the Board of Directors Confidentiality policy of Foster Parents Support Services Society.
- I understand failure to report a conflict of interest, or what may be construed as a conflict of interest, will result in discipline up to and including dismissal from the organization.
- I have read, understand, and will comply with the Board of Directors Conflict of Interest policy to the best of my ability.

Signature: _____

Witnessed by: _____

Date: _____



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CONFIDENTIALITY/ POLICY OF FPSS FOSTER PARENT SUPPORT SERVICES SOCIETY

Policy:

Information concerning a foster parent, volunteer, contractor or staff member, or the affairs of the employer is privileged and confidential. Employees and volunteers shall not transmit any information to another person without authorization from the Executive Director. Release of confidential information, when authorized, shall be on a need-to know basis.

Conditions:

The employer shall designate person(s) to review requests for the release of confidential information. Established and written ministry procedures allowing such information to be released will be used.

Procedure:

When confidential information is requested, employees, contractors or volunteers must state that they are not authorized to release any information concerning foster parents, volunteers, staff or agency affairs. Employees or volunteers should then refer the individual requesting information to the Executive Director or appropriate supervisor.

Information requests from newspapers and other public news organization should be referred to the Board Chairperson and/or Executive Director. Staff, contractors or volunteers should make no public comments.

A breach of confidentiality will result in disciplinary action up to and including dismissal.

Initials of Board Member _____

BOARD OF DIRECTORS CONFIDENTIALY AGREEMENT

All matters and information pertaining to foster parents, employees, contractors or volunteers, which has been gained within the organization, must be treated as confidential.

Under no circumstances may foster parent, employee, contracts or volunteer information be divulged either inside or outside the organization other than to persons authorized to receive such information in the course of their duties.

Under no circumstances will any person working/volunteering in or for FPSS Foster Parent Support Services Society use any such information to his/her personal advantage Violation of this policy may result in dismissal.

Pledge of Confidentiality I, _____ have read and reviewed the above FPSS Foster Parent Support Services Society policy on confidentiality I understand that all foster parent, volunteer, contractor and staff information to which I may have access is confidential and is not to be communicated except as outlined in the Confidentiality Policy.

Signed _____
Position _____
Witnessed _____
Date _____



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CONFLICT OF INTEREST POLICY OF FPSS FOSTER PARENT SUPPORT SERVICES SOCIETY

In a broad sense, conflict of interest means that a Board member's private interests differ from his or her professional obligations to the Organization. A conflict of interest occurs when an individual's private affairs or financial interests are in conflict or could result in the perception of conflict, with the individual's duties as a member of the Board of Directors. The avoidance of conflict of interest is a key legal responsibility as a Board member.

An individual has a conflict of interest when he or she performs an official duty or function in the execution of his or her role as a Board member and at the same time knows that the performance of the duty or function there is the opportunity to further his or her private interest.

An individual has apparent conflict of interest if there is a reasonable perception, which a reasonably well informed person could properly have, that a Board member's ability to exercise an official duty or function must have been affected by his or her private interest.

While the Organization recognizes the right of volunteer board members to be involved in activities as citizens of the community, conflict will not exist, or be perceived to exist, between in the individual's private interests and the discharge of their duties as a Board member. Throughout their term on the Board of Directors, a Board member has a responsibility to ensure a conflict does not exist between their private interests and the discharge of the duties as a member of the Board of Directors. All Board members will sign a conflict of interest declaration for retention in their file upon appointment or election to the Board of Directors and annually thereafter.

If a conflict or potential conflict occurs:

A Board member who has reasonable grounds to believe that he or she has a conflict of interest, in a matter that is before will, if present at the meeting considering the matter:

Disclose the general nature of the conflict of interest; and

Withdraw from the meeting without voting or participating in the consideration of the matter.

Where a Board member suspects whether there is a potential conflict of interest with respect to their dealings with the Organization, or with respect to the dealings of another Board member with the Organization and staff member, there is likely a conflict of interest or the potential for a conflict of interest, and the appropriate disclosure will be made.

If the transition with the Organization is occurring outside of a Board meeting, the issue will be directed to the Executive Committee of the Board of Directors for advice on whether the potential for a conflict of interest exists. Even where the Board member feels that transactions do not constitute a conflict of interest, appropriate disclosure will ensure that the potential for perceived conflicts of interest is not created. Such transitions could include:

Referring individuals for potential employment with the Organization;

Recommending business associates to the Organization; and

Facilitating communications and transactions between parties associated with the Board member and the Organization, particularly where the transactions have a monetary value and where the Board member's private interest is involved.

In either situation, the minutes of the meeting will document the nature of the disclosure and the withdrawal of the board member from the meeting.



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CONFLICT OF INTEREST POLICY OF FPSS FOSTER PARENT SUPPORT SERVICES SOCIETY

A staff member who identifies a real or potential conflict of interest situation for a Board Member will inform the Executive Committee of the Board of Directors. The Executive Committee is responsible for ensuring that the activities are not in contravention of this policy.

A Board member who is found to be in a real or apparent conflict of interest, and who has not disclosed the potential for the conflict, may be asked to resign from the Board by the Executive Committee.

Initials of the Board Member _____

BOARD OF DIRECTORS CONFLICT OF INTEREST AGREEMENT

I, _____, a Board member of Foster Parents Support Services Society, have read and understand the Conflict of Interest policy. Immediately upon suspecting that I may be in a conflict of interest position, I agree to give a written disclosure and of such possible or actual conflict of interest indicating the nature and extend of the interest and potential benefit, to the other Directors.

I understand that a conflict of interest would occur if I participate in discussion or decision making on behalf of Foster Parents Support Services Society about a matter form which I may benefit directly or indirectly, regardless of the size or nature of that benefit.

I understand failure to report a conflict of interest, or what may be construed as a conflict of interest, may be asked to resign from the board of Directors.

I have read, understand, and will comply with the Conflict of Interest policy to the best of my ability.

Signed _____

Position _____

Witnessed _____

Date _____



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BOARD OF DIRECTORS CODE OF ETHICS POLICY OF FPSS FOSTER PARENT SUPPORT SERVICES SOCIETY

Members of the Board affirm that their primary concern is the quality of service rendered by themselves to the Organization and the fostering community. Accordingly, he/she will:

Not disclose any sensitive or confidential information learned through association with the Organization

Abide by the Board of Directors Conflict of Interest policy as well as all other policies relating to the Board of Directors;

- Not disclose any sensitive or confidential information learned through association with the Organization.
- Abide by the Board of Directors Conflict of information policy as well as all other policies relating to the Board of Directors;
- Ensure the affairs of the Organization are conducted with integrity and transparency;
- Ensure the activities of the society shall, upon request, be open and accessible to scrutiny by its respective stakeholders, except per personnel matters, legal matters, and proprietary information, as specified by provincial or federal laws;
- Respect the dignity, values, history, religion, and culture of all people, irrespective of race, national or ethnic origin, colour, language, religion, gender, sexual orientation, ages, mental or physical ability;
- Exercise prudent judgment in its stewardship responsibilities;
- Recognize that all of their activities impact on the public perception of the fostering community, and that they share a significant responsibility to enhance the public trust, and act accordingly;
- All Board members will sign a code of ethical conduct declaration for retention in their file upon appointment or election to the Board of Directors and annually thereafter.
- Act openly, honestly, and in good faith

Violation of the Code of Ethics:

When a potential breach is brought to the Board's attention, a Committee of the Board will review the concern. Allegations made by a director of misconduct by another director will be dealt with impartially, respecting the rights of the involved party for confidentiality and disclosure.

If the Committee deems it necessary for further action, due process will be followed. A Board Member who is found to have violated the Code of Ethics may be asked to resign from the Board by the Chairperson of the Board of Directors.

Initials of Board Member _____



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BOARD OF DIRECTORS CODE OF ETHICS AGREEMENT

All Board Members of Foster Parents Support Services Society will comply with the Organization's Code of Ethics.

A signed copy of this agreement will be kept on file. Any conflict with the Organization's Code of Ethics must be brought to the attention of the other Directors immediately.

I _____ have read and understand the Organization's Code of Ethics and agree to the following:

I have read, understand, and will comply with the Organization's Code of Ethics to the best of my ability.
I understand that a violation of the Organization's Code of Ethics may result in a request to resign from the Board of Directors.

Signed _____

Position _____

Witnessed _____

Date _____