

DEPARTMENT: Operations 	POLICY NAME: Confidentiality Code of Conduct and Professional Ethics with Board members	POLICY NUMBER: OP-10
EFFECTIVE (ORIGINAL) DATE: 10/20/2021	RESPONSIBLE PARTY: Chief Financial Officer	REVISED DATE:
APPROVAL DATE: 10/26/2021	DATE REVIEWED: 10/20/2021	APPROVED BY: BOARD OF DIRECTORS
RESOLUTION NO:		BOARD CHAIR: Suzanne Knapp

"Stay professional, above all else, and focus on clear communication and stated objectives".

a. Decorum.

i. The Board Chair shall preserve decorum during meetings and shall decide all points or order.

ii. Members of the Board shall preserve decorum during meetings, and shall not, by conversation or action, delay or interrupt the proceedings or refuse to obey the orders of the presiding officer or these protocols.

iii. Members of Clinic staff and all other persons attending meetings shall observe the Board's rules of proceedings and adhere to the same standards of decorum as members of the Board.

iv. Standards of decorum and etiquette shall include:

1. Respectful demeanor at all times
2. Respecting the position, ideas, opinion, and questions of a Board member, staff, contractor, or member of the public.

3. Refraining from interruption or negative comments or demeanor directed toward a member of the Board, staff member, contractor, or the public.

4. Valuing the contribution of each Board member, staff, contractor, or member of the public.

v. The presiding officer shall create a respectful and comfortable environment that allows for expression of ideas and opinions, and the asking of questions without fear of criticism.

vi. Standards of decorum among Board members, staff, and contract professionals shall extend outside public meetings to in-person interactions, emails, text messages, or phone calls.

vii. All members of the Board shall be treated fairly and equally.

viii. Any affected Board member may petition the Board Chair to convene to discuss and resolve violations of standards of decorum.

b. Representing the District. If a member of the Board appears as a representative of the Board before another governmental agency, media or an organization to give a statement on an issue, the member may only state the official position of the district, as approved by the majority of the Board.

c. Personal Opinions. If a member of the Board appears in their personal capacity before another governmental agency, media or an organization to give a statement on an issue, the member must state they are expressing their own opinion and not that of the district before giving their statement.

1. Communication. Board / Employee / Exec Staff Communications

a. Communication shall always be respectful between and among Board members, employees, and Exec staff.

b. The line of substantive communication between Executive staff and the Board shall be through the Board chair. Substantive communication includes:

- i. Operational or staff concerns and issues
 - ii. Any change in course of agreed-upon action
 - iii. Any proposal for future course of action
- c. The Board shall be apprised of these communications at monthly regular meeting unless such communications are confidential in nature.
- d. Confidential communications shall be discussed in Executive Session.
- e. Emails shall be courteous and professional.
- f. Business emails are part of the public record.
- g. Inappropriate communication (e.g., gossip, rumors) among and about staff or Board members shall be prohibited.
- h. Collaborative communications between staff and Board members are encouraged if no quorum rules are violated.
- i. A quorum of Board members should not gather unless the gathering is for social purposes; communication on Board business should be avoided.

I Adhere to this code of conduct and ethics policy related to the White River Health District Board.

I, _____ do hereby attest that I have read, understand, and agree to follow this policy in its fullest and understand breaching the above policy could lead to immediate dismissal of your job.

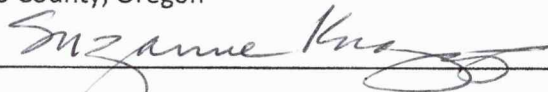
_____ Date _____

Passed by a majority of the Board of Directors of White River Health District, with a quorum in attendance the 26th Day of October, 2021.

White River Health District dba Deschutes Rim Health Clinic

Wasco County, Oregon

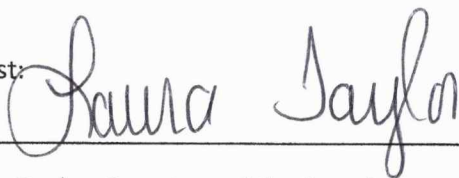
By



Suzanne Knapp, Chairman of the Board

Attest:

By



Laura Taylor, Secretary of the Board