

# **BIRCH GLEN CO-OPERATIVE HOME INC.**

## **Board Policy**

### **Member /Staff Relations**

<b>Passed by the Board Of Directors</b>
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<b>March 24, 2010</b>
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*Whereas, Birch Glen Co-op is a member of the Co-operative Housing Federation.*

*Therefore, the following is enacted as a Policy of the Co-op.*

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#### **1. PURPOSE OF THIS POLICY**

To ensure that if a relationship occurs with a staff member and a member who is also a board member that the co-op has set rules in place as to not jeopardize the integrity of the member staff or co-op.

#### **4. ACCOUNTABILITY**

- If a staff member has entered into a relationship with a co-op member or board member. That the running of the co-op and confidential matters are kept confidential and the staff member and board members uses discretion and sound judgement in their personal discussions.
- If you are on the board of directors you will at all times strive to place the interest of the Co-op ahead of their personal interest. Board members must declare a conflict of interest at a board meeting if they are dealing with any staff member or making any decision on behalf of a staff person that will benefit them financially or personally or concern disciplinary measures. They must refrain from the discussion and leave the meeting this will be documented in the minutes.
- Directors will undertake their duties honestly, in good faith and always in the best interest of the co-op. Exercising at all times care good judgement and diligence.
- If a staff member is in a relationship/friendship they must not enter member unit during working hours. This includes breaks and or lunch.
- It is against co-op policy for a staff member to live in the co-op and must supply the office with their residence address. This does not preclude staff from staying overnight or spending time in member resident after working hours.
- Breach of this policy could result in board review and termination of staff and or board member resignation.

**7. CONFIDENTIALITY**

Directors will keep all confidential information regarding any matter that is discussed that is considered to identify another member regarding financial and or personal information That has been obtained at board meetings.

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*Passed by the Board of Directors of the Co-operative at a meeting properly held on March 24, 2010.*

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Secretary

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