ELLWOOD HOUSE

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Ellwood House Board Code of Conduct

Effective Date: October, 2025

Approved by: Ellwood House Board of Directors

Purpose

The purpose of this Code of Conduct is to establish principles and practices that guide the ethical behaviour, decision-making, and accountability of the Board of Directors and Agents of Ellwood House (Ottawa) Inc. (“Ellwood House”). This Code reflects our commitment to providing safe, affordable housing for seniors while ensuring that the organization is governed with integrity, transparency, and respect. Ellwood House expects all individuals and organizations who engage with the Board of Directors, its committees, or its representatives, including residents, staff, volunteers, contractors, service providers, donors, and community partners, to uphold the same standards of integrity, respect, confidentiality, and professionalism outlined in this Code of Conduct.

1. Accountability and Governance

- Faithfully abide by the Articles of Incorporation, by-laws, policies, and applicable laws and regulations.
- Act in the best interests of Ellwood House and its residents, prioritizing organizational needs over personal or professional gain.
- Exercise reasonable care, diligence, and good faith in organizational affairs, including oversight of financial stewardship, risk management, and compliance with funding requirements.
- Ensure timely and accurate reporting and accountability to government, regulatory, and funding bodies, as well as to Ellwood House stakeholders.

2. Integrity and Ethical Standards

- Conduct oneself with honesty, fairness, and integrity at all times.
- Avoid and disclose any actual, potential, or perceived conflicts of interest at the earliest opportunity, and abstain from related decision-making.
- Do not use one's position for personal advantage or the advantage of family, friends, or associates.
- Represent Ellwood House in a positive and ethical manner, safeguarding the organization's reputation in all interactions

3. Professional Excellence and Respect

- Maintain a high standard of professionalism, courtesy, and respect in all Ellwood House activities.
- Treat fellow Board members, staff, residents, volunteers, partners, and stakeholders with dignity and respect, fostering an inclusive and supportive environment.
- Commit to continuous learning and development as a Board member to strengthen governance effectiveness.

4. Confidentiality

- Respect and maintain the confidentiality of sensitive information acquired through Board service, including resident, staff, and financial information, except where disclosure is authorized or legally required.
- Refrain from using confidential information for personal or professional gain.

5. Collaboration and Decision-Making

- Respect the diversity of opinions and perspectives expressed within the Board and its committees.
- Support Board decisions once they are made, even if one personally disagreed during deliberations.
- Promote open, respectful dialogue and a culture of collaboration, cooperation, and partnership among Board members, agents, staff, and external partners.

6. Stewardship and Duty of Care

- Uphold prudent fiscal management, ensuring resources are used effectively to advance Ellwood House's mission.
- Strive to balance short-term needs with the long-term sustainability of Ellwood House.
- Actively participate in fundraising, advocacy, and community engagement efforts, recognizing the Board's role as ambassadors for the organization.

7. Commitment to Equity, Diversity, and Inclusion

- Actively support policies and practices that advance equity, diversity, and inclusion within Ellwood House governance and operations.
- Recognize and respect the diverse backgrounds, cultures, and needs of Ellwood House residents and stakeholders.
- Commit to decisions and policies that uphold the dignity and rights of seniors in affordable housing.

8. Compliance and Enforcement

- Acknowledge that violations of this Code of Conduct may result in Board review and appropriate action, up to and including removal from the Board.
- Commit to addressing issues of misconduct in a fair, transparent, and respectful manner.

Acknowledgement

Each Board Member and Agent affirms their commitment to this Code of Conduct upon joining the Board and annually thereafter.

Revision History	Date	Version
Code of Conduct	December 23, 2025	Version 2
Code of Ethics	February 21, 2017	Version 1