



WORLD YWCA

ETHICAL GUIDELINES FOR BOARD MEMBERS

A. Purpose

To promote appropriate conduct for World YWCA Board members.
To protect the integrity of the World YWCA.

B. Application

The Ethical Guidelines apply to Board members.

C. Principles

- a) Board members must act honestly and uphold the highest ethical standards. This will maintain and enhance public confidence and trust in the integrity of the World YWCA;
- b) Board members must uphold the vision, mission and purpose of the World YWCA;
- c) Board members must maintain an environment free from discriminatory behaviour, including all forms of harassment directed towards race, ethnic origin, sexual orientation, religion, age or handicapping condition of an individual.

D. Conflict of interest

Definition

- a) A conflict of interest arises when a Board member has the potential financial interest (direct or indirect) in any transaction, contract, or agreement that the World YWCA becomes involved in.
- b) A conflict of interest also arises when a Board member's outside duties or interests or obligations may or do differ fundamentally from her obligations as a member of the World YWCA Board.

E. Duties

- a) A Board member shall not use or attempt to use her volunteer membership in the service of the YWCA to directly or indirectly benefit financially herself, her spouse or children.
- b) A Board member shall not disclose confidential information.
- c) A Board member with a potential conflict of interest regarding any matter to be considered by the Board shall immediately describe the nature and extent of the conflict to the President of the World YWCA.
- d) A disclosure of a conflict of interest shall be recorded in the Minutes of the Board meeting, giving notice of conflict and a general description of the nature and extent of the conflict in relation to the Board member's duties to the World YWCA.
- e) A Board member with a conflict of interest shall abstain from voting on the particular matter giving rise to the conflict, but may participate in the discussions at the request of the Board.
- f) A Board member shall not accept a gift from any of the following persons if a reasonable person might conclude that the gift could influence the Board member when performing her World YWCA duties:
 1. A person or group who has dealings with the World YWCA,
 2. A person or group which seeks to do business with the World YWCA.



- g) Duty (f) shall not operate if it prevents a Board member from accepting a gift of nominal value given as an expression of courtesy or hospitality in reasonable circumstances. It is acceptable for Board members to be guests in homes as part of their World YWCA duties.
- h) A Board member must not involve herself in activities against the laws of countries where she is located.
- i) Where a Board member is charged with a criminal offence, the President may suspend her membership from the Board which will require her to take an enforced leave of absence until the matter is resolved to the satisfaction of the President of the World YWCA.
- j) Other prohibited forms of misconduct include:
 - 1. Intentional negligence of duties and responsibilities as Board members.
 - 2. Protracted disputes with other YWCA members that put at risk the reputation of the World YWCA
 - 3. Disputing the World YWCA policies publicly.
 - 4. Mismanagement of YWCA funds.
 - 5. Misuse or destruction of YWCA property, premises, name, or logo.
 - 6. Sexual harassment and other related forms of violation of an individual's integrity.

F. Failure to Comply

A Board member who does not comply with the principles and duties in this policy will be disciplined as appropriate. Disciplinary measures may include suspension, leave of absence or, in grave circumstances, termination of appointment to the Board.

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Name:

Signature:

Place and date: