

CERTO's GOVERNANCE MODEL

Council and Committees

Good Governance of a health regulatory College requires its Council & Committee Members to uphold the following principles:

1. **Independence of Thought and Action**
2. **Obligation of Loyalty, Trust, Preparedness & Participation**
3. **Equitable & Ethical Decision Making**
4. **Fairness & Objectivity**
5. **Confidentiality**
6. **Avoiding Conflicts of Interest**
7. **Working Collaboratively**
8. **Acting in the Public Interest in accordance with the CERTO's Mandate, which is:**

The College of Respiratory Therapists of Ontario, through its administration of the Regulated Health Professions Act and the Respiratory Therapy Act, is dedicated to ensuring that respiratory care services provided to the public by its members are delivered in a safe and ethical manner.

CODE OF CONDUCT

The Code of Conduct applies to all Council and Committee Members of the CERTO. They must earn and preserve the confidence of the public by demonstrating a high standard of ethical and professional conduct, carry out and fulfill their expectations and obligations to meet the CERTO's public protection mandate, support strong governance practices, and safeguard the integrity of the CERTO.

The Code of Conduct is broken down into four core values and the principles that exemplify them.

Fiduciary Duties

Council and Committee Members stand in a fiduciary relationship to the CERTO, and they must:

- 1.01** Act honestly, objectively, in good faith, and in the best interest of the CERTO consistent with its mandate to protect the public and this duty supersedes any loyalties to other organizations, associations, persons or personal or professional interests.

- 1.02** Uphold the decisions made by a majority of the Council and Committees, regardless of the level of prior disagreement.
- 1.03** Adhere to the CRTO's established governance model.

Accountability and Competence

Council and Committee Members are accountable to the public for their decisions and actions, and they must:

- 1.04** Exercise all powers and discharge all responsibilities in good faith and in the best interests of the CRTO consistent with its mission statement, goals and objectives, and its mandate to protect the public.
- 1.05** At all times, conduct themselves in a way that protects the CRTO's reputation, and in particular, act with fairness, honesty, and integrity.
- 1.06** Be familiar and comply with the provisions of the Regulated Health Professions Act, 1991 ("RHPA") and its regulations and the Code, the Respiratory Therapy Act 1991, Regulations, and the By-Laws and Policies-Procedures of the CRTO.
- 1.07** Participate in all required orientation and training sessions.
- 1.08** Regularly attend all Council and/or Committee meetings including by reviewing all materials in advance, being on time and engaging constructively in discussions in a respectful and courteous manner, recognizing the diverse background, skills and experience of all other Council Members, Committee Members, and staff.
- 1.09** Respond to communications from staff, Council and Committee Members regarding Council and Committee business in a timely manner.
- 1.10** Strictly abide by the Confidentiality Agreement with the CRTO, the Confidentiality Policy and Procedure of the CRTO, and the confidentiality provisions of the Regulated Health Professions Act, 1991 and the Code.

Integrity

Council and Committee Members are committed to maintaining the highest standards of professional and personal conduct, and they must:

- 1.11** Conduct themselves in a manner that respects the integrity of the CRTO by striving to be fair, impartial, and unbiased in their decision-making.

- 1.12** Avoid and, where that is not possible, declare any appearance of or actual conflicts of interest and comply with CRTO's By-Laws and Policies relating to conflict of interest.
- 1.13** Preserve confidentiality of all information before the Council or Committee unless disclosure has been authorized by the Council or is otherwise permitted under the RHPA.
- 1.14** Maintain appropriate decorum in all Council and Committee meetings by adhering to the rules of order adopted by the CRTO Council.
- 1.15** Refrain from speaking, or appearing to speak, on behalf of the CRTO, unless explicitly authorized to do so by the Registrar or Executive Committee.
- 1.16** Refrain from engaging in any discussions with other Council or Committee Members that take place outside the formal Council or Committee decision-making process that are intended to influence the decisions that the Council or a Committee makes.
- 1.17** Respect the boundaries of staff whose role is not to report to or work for individual Council or Committee Members including not contacting staff members directly except on matters where the staff member has been assigned to provide administrative support to the Council or Committee or where otherwise appropriate.
- 1.18** Maintain appropriate boundaries with all other Council Members, Committee Members and staff, including refraining from behaviour that may reasonably be perceived as discriminatory or as verbal, physical or sexual abuse or harassment and intervening when observing such behaviour by others.

Diversity and Inclusion

Council and Committee Members lead by example to support and respect the individuality and personal values of their colleagues and staff, they must:

- 1.19** Promote a culturally safe environment, recognizing and supporting inclusiveness and diversity of all people.
- 1.20** Be respectful of different viewpoints or positions that may be expressed, in good faith, by other Council and Committee Members during Council or Committee deliberations.
- 1.21** Support an environment for Council, Committee Members, staff, registrants, stakeholders, and rights holders that is free from bullying, harassment, whether sexual or otherwise, physical or verbal abuse, threats or violence.