

Board of Directors'

Confidentiality, Business Conduct and Ethics Policy

Per the RCDSC Bylaws Section 5.09 - Removal of Director for Cause: The Board may, by a majority vote of directors present during a closed meeting where a quorum is present, remove a director for conduct in violation of the Board Confidentiality and Business Conduct and Ethics Policy.

Purpose: The purpose of the Confidentiality, Business Conduct and Ethics Policy is to provide guidance regarding expected behavior when acting in a professional capacity as a board member.

Policy: Board members acting in their capacity are expected to conduct themselves in a professional businesslike and ethical manner to:

- Treat clients, the public, members of other agencies and RCRC staff honestly, courteously and with respect;
- Uphold the letter and Spirit of the RCRC vision statement and its policies;
- Represent RCRC accurately and fairly when dealing with members of the public, other agencies, clients and families.
- Not engage in activities that cause a conflict of interest;
- Protect and maintain confidentiality of sensitive information including client information or records, RCRC financial, legal, and confidential operational records, confidential vendor information or other protected information covered by law; including but not limited to the Health Insurance Portability and Accountability Act (HIPAA), Welfare and Institutions Code (WIC) and Health and Safety Code (HS).

Board Member Code of Ethics (adopted 9/16/95)

As board members of the Redwood Coast Developmental Services Corporation, we consider ourselves trustees of the Redwood Coast Regional Center and will do our best to protect, conserve and advance its mission and vision. As board members, we are motivated by a desire to serve our clients' needs and provide them the best opportunities possible through our organization.

We will appraise both present and future needs of the community and do our best to translate them into the program of this organization.

As board members, we function as a policy making body and not as administrative officers. Our responsibility is to help the organization run properly, not to run it ourselves. We hold the Executive Director responsible for administration of the organization and we work through administrative employees, not over or around them.

As members of the board, we will keep ourselves informed of the proper duties and functions of board members. Individual board members hold an office of shared power and responsibility and recognize that board business is transacted only with the rest of the board. Individual board members exercise authority only as they vote to take action at a board meeting.

As board members, we will respect the opinions of others.

Approved: March 8, 2023 by RCDSC Board of Directors

Proposed: January 20, 2023 by Ad Hoc Bylaws Committee