

# CODE OF ETHICS FOR THE DIRECTORS OF THE LAVAL YOUTH CENTER FOUNDATION

Adopted by the Board of Directors May 23rd, 2019

Revised by the Board of Directors on September 13th, 2023

## Directors' Code of Ethics

Preamble:

This Code of Ethics sets out the values, principles and commitments that must guide the Foundation's directors in all their activities as members of the Board of Directors. The principles set out in this Code also apply to the general public, donors, stakeholders and those whom the Foundation helps. The Foundation is committed to maintaining their trust, integrity and credibility.

This Code of Ethics takes effect as soon as it is adopted by the Foundation's Board of Directors, and will be reviewed every three years.

The Foundation's mission and values:

The Foundation is a non-profit organization that helps vulnerable Laval children and youth who are receiving or have received services under the Youth Protection Act and/or the Youth Criminal Justice Act. The Foundation intervenes primarily when no public funding is available.

The following values guide the decisions and actions of the directors:

- Kindness
- Mutual aid
- Collaboration
- Equity
- Integrity

Principles that guide directors' decisions and actions:

- I. The Foundation's management is open and transparent. It makes its financial statements public and produces an annual report detailing its activities.
- II. The Foundation keeps abreast of the needs of the clientele receiving services from the Laval Child and Youth Protection Center, adjusts its granting criteria accordingly and revises its programs to take into account the evolution of these needs through close collaboration with the various stakeholders of the Laval Youth Center.
- III. The Foundation does not take the place of other organizations or funders.
- IV. The Foundation rigorously manages all subsidies granted to clients.
- V. The Foundation ensures effective and constant collaboration and communication with its donors, partners, stakeholders and the public.

Directors' commitments:

- a) Each director must act with prudence, diligence, honesty and loyalty in the interests of the Foundation. They are committed to supporting the Foundation and to taking an active part in discussions and decisions in keeping with the values and principles adopted by the Foundation.

- b) The director must, as far as possible, attend all duly convened meetings of the Board of Directors. In the event of absence, they must inform the Chairman of their absence and the reasons for it. Similarly, it is the director's responsibility to take notice of the decisions taken at the meeting they missed. After three unsigned or unjustified absences, the Chairman will arrange a meeting with the director concerned to ascertain their interest and/or ability to become involved with the Board of Directors.
- c) The director reviews in advance the documents sent to them in preparation for meetings of the Board of Directors or any other duly convened meeting.
- d) In the performance of their duties, all directors comply with all applicable laws and regulations.
- e) Each director is bound to discretion with regard to exchanges that take place within the scope of their responsibility and must ensure the confidentiality of all information relating to persons receiving services from the Foundation.
- f) A director must declare whether they are in a situation of real, potential or apparent conflict of interest and, consequently, must abstain from taking part in any deliberation or decision related to this situation. To this end, they must withdraw from the meeting for the duration of the deliberations, and this must be recorded in the minutes of the meeting.
- g) In their relations with people, directors adopt an attitude of courtesy, respect and openness so as to ensure productive exchanges and fruitful collaboration.

I hereby declare that I have read the Code of Ethics for Directors of the Laval Youth Center Foundation. I acknowledge that I understand its meaning and its implications, and that I adhere to the values, principles and commitments set forth within.

I pledge to respect these commitments, duties and obligations

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Signature

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Print name

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