

Board of Directors Mutual Commitments on Conduct

1. Introduction

All Directors of the Board (Board) of Canada's Drug Agency agree to adhere to the principles of conduct and engagement presented in this document. In fulfilling their responsibilities, Directors are expected to maintain high ethical standards in their personal and professional behaviour and to act in accordance with the values of Canada's Drug Agency. As leaders, Directors must anticipate the consequences of their decisions and actions and accept responsibility for their results, both personally and collectively on behalf of the organization.

This framework has been developed collaboratively by the Board and is intended to serve as a guide.

2. Participation

Directors shall demonstrate their commitment to the organization through regular attendance at Board and committee meetings.

Directors will partake in active listening and encourage all members to participate in discussions.

Directors will actively participate in discussions and contribute to the consensus decision-making process adopted by the Board.

Directors will bring forth all relevant issues.

Directors will engage in direct exchange of information, opinions, and ideas.

Directors will not partake in sidebar discussions.

Recognizing competing demands, Directors will make best efforts to minimize distractions.

Directors will own the agenda and the meeting outcomes.

3. Development

Directors will commit to keeping pace with advancements in the field of health technology assessment.

Directors will commit to continuous development of their leadership skills.

4. Respect

Directors will engage with staff, guests, and other Board members in a manner is respectful, courteous, and professional.

Directors, while bringing to the Board diverse backgrounds, skills, and experiences, will have an equal voice and on the Board.

Directors will not always agree with one another on all issues, but debates will be conducted in an atmosphere of mutual respect and courtesy, in the solidarity and confidentiality of the Board exchange.

Directors will support all properly authorized Board actions, and once a decision has been made, the Board will speak with one voice.

5. Ethics

Directors shall serve and be seen to serve the organization honestly and in good faith with a view to the best interests of the organization.

Directors will identify and disclose all real, potential, or perceived conflicts of interest as soon as they arise.

Directors will demonstrate integrity in their personal conduct, recognizing that their actions reflect on the reputation of Canada's Drug Agency.

Directors shall ensure that any views they express in the context of other endeavours (e.g., political engagement) are clearly and unequivocally stated to be their own personal views and not the views of the organization.

Directors will strive to understand and respect all participants, regardless of ethnicity, religion, gender, age, education, profession, language, sexual orientation, or physical or mental disability.

Directors will strive to embody the organizational values of Canada's Drug Agency.

Directors will be accountable for their performance through an annual self-assessment.

6. Confidentiality

Directors will respect the confidentiality of all information (including verbal information) and materials addressed when carrying out their duties.

7. Meeting Preparedness

Directors will read meeting materials in advance of the meeting and will be prepared to fully participate in the discussion.

Directors will request clarification regarding the materials in advance of the meeting, as appropriate, to support their participation.

8. Outreach

Directors will seek out and identify opportunities to champion the work of Canada's Drug Agency and its role in the health system, serving as ambassadors on behalf of the organization wherever and whenever the opportunity arises in their own personal and professional networks.

Jurisdictional Directors will seek to actively represent the views of each jurisdiction in their respective geographic region and will regularly engage in communication with the designated contact(s) in that region.

9. Agreement

I commit to practising the behaviours described in this document.

Name (please print)

Signature

Date