



SAN FRANCISCO RETIREE HEALTH CARE TRUST FUND (FUND)
4.4 - RHCTF BOARD CODE OF CONDUCT

Background and Purpose

- 1) As fiduciaries of a public trust, Retiree Health Care Trust Fund Board (Board) members are required to discharge their duties with respect to the Retiree Health Care Trust Fund (Fund) solely to provide a funding source to defray the cost of the City's, and other Participating Employers', obligations to pay for health coverage for retired persons and their survivors entitled to health coverage under Section A8.428. [Charter Section 12.204]. Board members are further expected to discharge their duties with the utmost honesty and integrity.
- 2) In accordance with Charter sections 12.204 and A8.432, the Board has sole and exclusive fiduciary responsibility over the assets of the Fund.
- 3) The Board is bound by various statutes regarding conflicts of interest, financial disclosure, and prohibited practices including the San Francisco *Conflict of Interest Code* (San Francisco Campaign and Governmental Conduct Code, Article III, Chapter I) and *Ethics Provisions* (San Francisco Charter, Appendix C).¹
- 4) To facilitate meeting the above standards and statutes, the Board has established this Code of Conduct to further guide how the Board and individual Board members are expected to conduct themselves when discharging their duties.

Guidelines

General

- 5) Board members agree:
 - a) To demonstrate decorum, honesty, integrity, professionalism and ethical behavior in all aspects of their Board duties and in their relations with fellow Board members, staff, service providers, and other constituents;
 - b) To recognize that the Board's role is to focus on administering the Fund.
 - c) To actively prepare for each meeting by thoroughly reading all meeting materials in advance;
 - d) To attend and participate in all Board meetings, unless unable to do so for reasons beyond their control;
 - e) To pay undivided attention during Board and committee meetings; and

¹ The San Francisco *Conflict of Interest Code* adopts the State of California's Conflict of Interest Code, Regulation 18730 of the California *Fair Political Practices Commission*.

- f) To recognize that individual trustees and staff have various commitments on their time, and that the business of the Board must therefore be carried out in the most efficient manner possible, consistent with the Board's fiduciary duties.

Compliance with Laws, Policies and Rules

- 6) Board members agree:
 - a) To become familiar with and abide by the laws pertaining to the Fund and the Board, particularly:
 - i. San Francisco Charter sections 12.204 and A8.432;
 - ii. The San Francisco *Conflict of Interest Code* (San Francisco Campaign and Governmental Conduct Code, Article III, Chapter 1);
 - iii. The San Francisco *Ethics Provisions* (San Francisco Charter, Appendix C);
 - iv. Relevant sections of the *Ralph M. Brown Act* (California Government Code, Section 54950 et seq.); and
 - v. Relevant sections of the *San Francisco Sunshine Ordinance* (San Francisco Administrative Code, Chapter 67).
 - b) To fulfill their fiduciary role in accordance with the governance principles and policies adopted by the Board;
 - c) To abide by all other Board policies and rules;
 - d) To the extent it is consistent with their fiduciary duties, to abide by and be respectful of all decisions of the Board, even if they may not have supported or voted in favor of the decisions during Board deliberations;
 - e) To continually work to promote a necessary degree of cohesion among Board members, staff, and service providers for the benefit of the Fund, the City, the Participating Employers, and Health Service System members and beneficiaries;
 - f) To work openly, honestly, and professionally when seeking to change Board policies or practices; and

Policy Review

- 7) The Board shall review this policy at least every two (2) years to ensure that it remains relevant and appropriate.