

TRUSTEE CODE OF CONDUCT

1. Introduction

The Scheme's essential objective is to uphold the highest standards of ethical conduct in all of its activities. This means that all business shall be conducted in a transparent manner, consistent with the values of honesty, integrity, fairness, respect and responsibility. Furthermore, all applicable laws and regulations will be obeyed in all matters.

The purpose of the Code of Conduct is to strengthen the Scheme's ethical climate by establishing its responsibility for ethical conduct, by outlining specific obligations, by providing guidance to recognise and deal with ethical issues, and by establishing mechanisms to report unethical conduct. All Trustees have a responsibility to understand and comply fully with the Code of Conduct and all other Policies of the Scheme.

No policy can regulate all business conduct or prepare for every situation. Doing the right thing begins with the core values stated above and depends on good judgment and sensitivity to the way others see the Scheme and how they can interpret its Trustees' actions. If there is any uncertainty about interpreting or applying these guidelines, it is each Trustee's responsibility to consult with the Scheme's Principal Officer (PO) through the appropriate channels.

2. Organisational values

2.1 As a Trustee of Momentum Medical Scheme (the Scheme), I undertake to abide by the fundamental values that underpin all activities of this Scheme. These values are:

- **Accountability**
All Momentum Medical Scheme's activities will be able to stand the test of scrutiny by its Members, the Regulator, public, media and stakeholders.
- **Integrity and Honesty**
The principles of honesty and integrity shall be paramount in dealing with fellow Trustees, Members of the Scheme as well as with individuals and institutions outside it.
- **Transparency**
Momentum Medical Scheme maintains and promotes an atmosphere of openness and transparency to promote the confidence of Members, the Regulator, public, media and stakeholders.



2.2 Additionally I agree to the following points:

- **Confidentiality**
 - I will keep confidential, all information and materials that come into my possession, even after my relationship with the Scheme has ended.
 - I will not take advantage, or do anything that may be perceived as taking advantage of any confidential information that I receive as a result of my relationship with the Scheme.
 - I am responsible for the security of information and materials entrusted to me and I will ensure reasonable protection from unauthorised access of all information and materials, at all times.
 - I will maintain an appropriate security process at my home or other places of my business to ensure the reasonable safety and security of paper or electronic documents and records of the Scheme that I may have in my possession.

- **Law, Mission, Policies and Charters**
 - I will abide by and comply with the Medical Schemes Act and any other relevant legislation and regulations in all aspects of my role as Trustee.
 - I will support Momentum Medical Scheme's Mission and consider myself its guardian.
 - I will abide by the Scheme's policies at all times.
 - I will uphold the Board of Trustees (the Board) and relevant sub-committee Charters.
 - I will maintain the confidentiality of the Scheme's business.

- **Conflict of Interest**
 - I will always strive to act in the best interests of Momentum Medical Scheme.
 - I will declare any conflict of interest or potential conflict of interest, or any circumstances that are likely or might be viewed by others as a conflict of interest at any time, as soon as it arises.
 - I will submit to the scrutiny and judgment of the Board and do as it directs regarding any potential conflict of interest.

- **Person to Person**
 - I will not break the law or act in disregard of organisational policies in my relationship with fellow Trustees, staff, Members, service providers, contractors or anyone with whom I come into contact in my role as a Trustee.
 - I will strive to establish respectful, collegial and courteous relationships with all whom I come into contact in my role as a Trustee.



- **Public domain and Social Media**
 - I recognise that my professional life and my personal life will merge in the public arena and online, regardless of my care in separating them.
 - I realise that anything I write or say in the public arena, or put onto a social media platform is in the public domain and could potentially reflect adversely on Momentum Health.
 - I will uphold the Scheme's Code at all times and my public statements and use of social media will follow the same ethical standards that I am obliged to follow in my face-to-face Board practices.
 - I will not write or say anything in the public arena, or on social media, that would have the potential to embarrass the Board of Trustees or compromise Momentum Medical Scheme in any way.
 - I will not share confidential or proprietary information about Momentum Medical Scheme or any of its Members either in the public arena or on Social Media.
 - I understand that even if I do not identify my affiliation with Momentum Medical Scheme, my public and Social Media activities shall be consistent with Momentum Medical Scheme's high standards of professional conduct.
 - In order to limit any misunderstanding or conflict of interest, I will not participate in a way that is unlawful, harassing, threatening, abusive, disrespectful, confrontational, embarrassing, profane, or in a way that may be perceived as hate speech or racist, in public or on any Social Media platform.

- **Protecting Momentum Medical Scheme's Reputation**
 - I will not speak as a Trustee of the Scheme to the media or in a public forum without the prior approval of the Board.
 - Where it has not been feasible to obtain the Board's prior consent, and where it was in the interests of the Scheme to make any public statement, I will inform the Principal Officer immediately once I have spoken as a Trustee of the Scheme to the media or in a public forum.
 - When I am speaking as a Trustee of the Scheme, my comments will reflect current Momentum Medical Scheme policy even when these do not accord with my personal views.
 - I will respect the Scheme, Board and individual confidentiality.

- **Personal Gain**
 - Other than the Trustees' meeting fees approved by the Scheme's Members, I will not personally gain whether directly or indirectly materially or financially from my role as Trustee, nor will I permit others to do so as a result of my wrongful actions or negligence.
 - I will document expenses and seek reimbursement according to procedures and policies of the Scheme for fees approved by the Scheme.

- I will disclose through the completion of a Gift Declaration Form all benefits, gifts, advertising items, amenities, favours or hospitality received, either by myself or a family member, from any party that contracts with Momentum Medical Scheme.
- I will not accept any gift, advertising items, amenities, favours or hospitality with a value of R2000 or more, from any party that contracts with Momentum Medical Scheme, without the prior approval of the Board.
- I will use organisational resources responsibly, when authorised, in accordance with Scheme policy.
- **Conduct in Meetings**
 - I will strive to embody the principles of responsible leadership in all my actions and live up to the trust placed in me by Momentum Medical Scheme Members.
 - I will abide by Scheme governance procedures and practices.
 - I will strive to attend all Board meetings and tender apologies ahead of time if I am unable to attend.
 - I will study the agenda, Board packs and other information sent to me in good time prior to the meeting and be prepared to deliberate and decide on agenda items during the meeting.
 - I will honour the role of the Chairman.
 - I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard.
 - I will accept the majority Board vote on an issue as decisive, final and binding.
 - I will maintain confidentiality about what goes on in the boardroom unless authorised by the Board to speak of it.
- **Enhancing Governance**
 - I will participate in induction, training and development activities of Trustees.
 - I will participate in regular self assessments and peer reviews as part of the process and strategy to maintain and enhance the effectiveness of the Board.
 - I will continually seek ways to improve Board governance practices.
 - I will support the Principal Officer in her executive role and, with my fellow Trustees, seek development opportunities for her.
 - I will provide the Chairman with written notice of my intent to resign as a Member of the Board prior to any public announcement.

3. Acknowledgement of Code of Conduct

- I have read and am familiar with this Code.
- I will comply with and enforce the policies in this Code in its entirety.



- I understand my responsibility to promptly report any incident of misconduct or perceived misconduct that I may experience or witness. I further understand that Momentum Medical Scheme takes a zero-tolerance approach to violations of this Code, and that violations of the Code or retaliation against whistle-blowers may result in my removal as a Trustee of the Scheme, and any other action that the Board may deem appropriate.