



## ***Code of Ethics Oath***

I, the undersigned Employee /Board Director/Volunteer with Community Futures, "A Community Futures Organization" (hereafter referred to as the CF) do pledge myself to observe strict secrecy regarding the affairs of all bodies, individuals, and subjects which I will learn while exercising my functional capacity, and will take all steps necessary to preserve the confidential nature of such information when this contract is completed.

## **Conflict of Interest**

1. No employee/Board Director/Volunteer of the Corporation or any members of the Corporation's Committees shall participate in any discussion nor vote on any matter that could result in direct or indirect benefit to:
  - a. The individual or any of their family
  - b. Any business or commercial organization in which the individual or their family, individually or collectively hold any significant business interest.
2. No employee /board member// volunteer or member of their immediate family, shall obtain or be eligible to obtain financial assistance from the Community Futures for a business in which the board member or their immediate family holds more than a 10% financial or voting interest, or participates as a director or officer, during their term of office with the CF or for a six month period thereafter.
3. Operating purchases in excess of \$1,000.00 per annum from companies in which an employee, contractor or Board Director holds an interest as defined above must be reported to the board at the next meeting following the achievement of the threshold. Capital purchases in excess of \$500.00 must receive prior board approval. In all cases, the staff of the CF will be required to exercise due diligence in ensuring purchases are made on a competitive basis.
4. Articles refer to Articles of Association of the Community Futures organization.

## **Outside Work**

Because of the involvement of CFCWest, in matters that have financial implications for individuals and/or businesses, it is very important to avoid an actual, or the appearance of a conflict of interest arising from outside employment or business interests. Therefore employees/ directors/volunteers must not hold any outside office or employment that could place them in a conflict of interest position with the CFCWest. To lessen the

possibility of even an unintentional conflict of interest arising, any individual who is or intends to become involved in outside employment that involves any aspect of the individual's assigned responsibilities with CFCWest, shall report the circumstances of the actual or intended employment to:

- a. In the case of an employee or contractor the Executive Director will bring the matter to the attention of the Board of Directors;
- b. In the case of the Executive Director, Contractor, to the Board of Directors;
- c. In the case of a member of the Board of Directors or Committee member or volunteer to the Board of Directors. Following review, the Board of Directors will advise the manager, employee, Committee Member or Board Members as to whether or not the reported outside employment is viewed as causing a conflict of interest.

### **Criminal Record Check**

All contractors, employees, volunteers or Board Members acknowledge and agree that CFCWest may require or conduct criminal record or other checks, as a condition of employment, appointment or election, which may result in termination from the position.

- a. Any contractor, employee, volunteer or Board Director convicted of an indictable offence shall be subject to immediate termination.
- b. Any contractor, employee, volunteer or Board Director convicted of a summary criminal offence may, at the discretion of the Board of Directors, be subject to termination of the said contract. Violation of this Code of Conduct and Ethics will, unless otherwise determined by the Board of Directors, result in termination of the employment or directorship. I have read, understood, and agree to comply with the Code of Conduct and Ethics of the CF as outlined above.

Date\_\_\_\_\_

Signature\_\_\_\_\_ Employee, Contractor, Board Director,  
Volunteer