

<p style="text-align: center;">CACBT-ACTCC Board of Directors' Code of Conduct</p>

The Board expects of itself and its members ethical and professional conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behaviour when acting as directors.

1. Directors must place the interests of the association above those of the advocacy, interest groups and other Board or staff which would represent a potential conflict of interest.
2. Directors must avoid any conflict of interest with respect to the trust owed to the Board, funders of the association, members or affiliate members of the association.
 - a) A Director is in a potential conflict of interest situation if the Director, or a family member or business associate of the Director, enters, or contemplates entering into a contract, that would financially benefit that person with the CACBT-ACTCC.
 - b) In all cases of potential conflict of interest, as described in 2 (a):
 - i. the Director must declare the potential conflict of interest promptly to the Board; and
 - ii. the Director must withdraw from any discussion, and refrain from voting, on any issue affecting the contract in question.
3. Directors may not attempt to exercise individual authority over the association except as explicitly set forth in Board policies.
 - a) Directors' interaction with the staff must recognize the lack of authority in any individual director or group of directors except as noted above.
 - b) Directors' interaction with the public, press or other entities must recognize the same limitation and the similar inability of any director or directors to speak for the Board.
 - c) Directors will comment on staff performance only through the Board of Directors or directly to the Executive Director or designate of the association.
4. Candidates for Board membership will undergo a criminal record check at the agency's expense as a condition of their application:
 - a) All existing Board members at the time this policy was implemented will not be required to undergo a criminal record check.
 - b) The Executive Director or designate shall bring to the attention of the Board any search which discloses a criminal record and the Board will determine appropriate action.
 - c) Documentation regarding criminal record checks and any decision of the Board will be placed in a separate confidential file to be held by the Executive Director or designate and such record(s) shall be destroyed 1 year after the person ceases to be a Board member.

Date of Approval: February 10th 2014