



SARCEE MEADOWS HOUSING CO-OPERATIVE LTD.

OPERATIONS POLICY

SUBJECT: **Ethical Conduct Agreement for Committee/ Task Force Members of SMHC**

ORIGINAL APPROVAL DATE: January 2005

APPROVED BY: Board of Directors

DATE OF AMENDMENT OR REPLACEMENT: September 2005, February 2007

General

I, _____ am a committee/ task force member of the Sarcee Meadows Housing Co-operative Ltd. [SMHC]. I declare that in carrying out my duties:

1. I will use the powers and undertake my duties, honestly, in good faith, and in the best interests of SMHC.
2. I will observe and honour:
 - SMHC's Articles of Incorporation, Bylaws, the Share Subscription Agreement and the Co-operatives Act.
 - SMHC's policies and procedures;
 - Directions from the board and/or members' meetings involving this committee.

Confidentiality

3. I will keep strictly confidential when applicable all matters relating to:
 - Employment terms and conditions of SMHC employees;
 - Contracts and other arrangements normally kept confidential;
 - Private, personal and financial information concerning SMHC members or employees.
 - Information relating to the business of SMHC, where confidentiality is appropriate to preserve SMHC's position against third parties.

Where I am uncertain, I will seek direction from the committee or by way of a resolution of the board of directors.

4. I will, while I'm on the committee/ task force and after I leave the committee/ task force, keep confidential all information I know or that I learn through my position unless authorized by the board of directors to disclose it. I will not use this information for any gain for myself, my immediate family, or any personal relationship.

Conflict of Interest

5. I will at all times strive to place the interests of SMHC ahead of my personal interest and immediately declare any conflict of interest or loyalties or conflicting employment relationship that may arise. I will also make known immediately any knowledge of a conflict of interest or loyalties concerning another committee/ task force member.
6. I agree not to participate in the discussion, or vote and will leave the meeting before any of the following issues arise:

Ethical Conduct Agreement for Committee Members

- Personnel issues when I have an immediate family or personal relationship (as defined in the ethical conduct policy) with an employee in the organization.
 - Unit concerns when issues arise concerning my specific unit, or those of my immediate family.
 - Consideration of any contracts or financial transactions with SMHC, or other decisions which, if approved, would lead to my or my immediate family's financial gain or benefit, whether direct or indirect.
7. I will refrain from influencing the selection of staff, consultants or suppliers who may do business with SMHC in accordance with the Ethical Conduct Policy, section 4.5.
8. I understand that I will not be eligible to serve on the Personnel Committee if I have an immediate family or personal relationship with an employee of SMHC.
9. I will ensure all out of pocket expenses charged to SMHC are not for personal gain but related to SMHC business.
10. Other than a token gift or benefit, I will not accept gifts or services from vendors, suppliers, members, staff, or any other person, when it may be construed that accepting the gift or service may constitute influence on myself in the decisions that I make.

Contacting outside agencies or professionals

11. I will not contact outside agencies or professionals about the co-operative without prior direction from the committee/ task force or the board of directors.

Resignation

12. I will be deemed to have resigned from the committee/ task force when:
- I give notice to terminate my membership in SMHC
 - I am no longer a *member in good standing* of SMHC
 - I give notice to leave the committee/ task force
 - I breach confidentiality
 - I fail to disclose a conflict of interest or loyalties
 - I violate this agreement.

When a committee/ task force member has violated this agreement and termination from the committee/ task force is being considered the board liaison or committee/ task force chairperson will refer the matter to the board of directors for resolution.

I have read, understand and agree to abide by this agreement and by SMHC's Ethical Conduct Policy which is attached as Schedule A and forms part of my obligations under this agreement.

Signature

Date

Committee