



Conflict of Interest Policy

1. PURPOSE

To maintain a reputation for integrity and the faithful discharge of the public trust, it is appropriate to expect all directors, employees, consultants, and other representatives of ACLT to declare or report promptly to the Chair, or to the ED of ACLT, any conflict of interest with the mission, objectives, policies, and programs of ACLT. These rules protect ACLT directors, employees, consultants, and other representatives of ACLT as well.

2. GENERAL DUTIES

2.1 Unless authorized to do so by the Board, or by a person the Board designates, you may not:

- a) Act on behalf of ACLT, or deal with ACLT, in any matter where you are in conflict of interest or appear to be in a conflict of interest; nor,
- b) Use your position, office, or affiliation with ACLT to pursue or advance your personal interests or those of a person described in the definition section.

2.2 The “appearance of a “conflict of interest” occurs when a reasonably well-informed person could have a reasonable perception that you are making decisions on behalf of ACLT that promote your personal interests or those of a person described in paragraph the definition section.

2.3 If you are a director or an officer:

- a) You must immediately disclose, by writing to the Board of Directors, a conflict of interest with respect to any transaction. It is important to make the disclosure when the conflict first becomes known. If you become aware of the conflict only during or after a relevant transaction, you must make your disclosure immediately upon becoming aware; and
- b) If you are unsure about whether you are in a conflict of interest, you must request the advice of the Board of Directors or a person the Board designates.

2.4 If you are an employee or a consultant of ACLT:

- a) You must immediately disclose orally to the Board Chair, a conflict of interest with respect to any transaction. It is important to make the disclosure when the conflict first becomes known. If you become aware of the conflict only during or after a relevant transaction, you must make your disclosure immediately upon becoming aware; and

- b) If you are unsure about whether you are in a conflict of interest, you must request the advice of the Board Chair who may seek the advice of the Board of Directors or a person the Board designates.

3. DEFINITIONS

Term: Conflict of Interest

Conflict of Interest is any situation where:

- Your personal interests, or
- Those of a close friend, family member, business associate, corporation, or partnership in which you hold a significant interest or a person to whom you owe an obligation,

Conflict of Interest could influence your decisions and impair your ability to:

- Act in ACLT's best interests, or
- Represent ACLT fairly, impartially, and without bias.

4. MORE ABOUT AVOIDING A CONFLICT OF INTEREST

4.1 If you are a director or officer or employee:

- a) You must not use your relationship with ACLT to confer a benefit on a person described in the definition section. This duty does not prevent you or anyone else from transacting business with other people connected with ACLT.
- b) You must not personally benefit from any transaction involving ACLT except in unique situations, authorized by the Board.
- c) You must not indirectly benefit from any transaction involving ACLT except in unique situations, authorized by the Board.

4.2 An "indirect benefit" is:

- a) A benefit derived by a close friend, family member, business associate, or a corporation or partnership in which you hold a significant interest, or
- b) A benefit that advances or protects your interests although it may not be measurable in money.

5. ADJUDICATION

Conflict of interest matters are of importance such that ACLT has a board-level mechanism to determine the seriousness of any self-declared or suggested conflicts of interests and to deal with them fairly.

Sections Guidelines

<p>Addressing a Self-Declared Conflict</p>	<p>If you recognize your conflict of interest, you must take immediate steps to resolve it or remove the suspicion that it exists.</p> <ul style="list-style-type: none"> a) As a director or officer, you shall report your actions in writing to the Board Chair. b) As an employee, consultant, or representative, you shall report your actions to the Chair orally. <p>If you are a director, and during board deliberations, you recognize a possible conflict with the issue at hand, you shall declare so. You must absent yourself without comment from deliberations of the Board about your possible conflict and from the vote following the debate over your possible conflict of interest.</p>
<p>Addressing an Alleged Conflict</p>	<p>If a conflict on the part of a director, officer, employee, consultant, or other representative of ACLT, is alleged, the Chair or Vice Chair shall appoint promptly a “Conflict of Interest Review Committee” composed of three individuals.</p> <p>The committee shall consider the alleged conflict of interest, listen to all interested persons, and determine whether a conflict exists and how serious such conflict may be. The committee shall recommend to the Chair or Vice Chair what action, if any, should be taken considering the conflict. In serious cases, such action shall include requesting the resignation of a director or the dismissal of staff.</p> <p>If you are a director, you must absent yourself without comment from deliberations of the Board about your alleged conflict and from the vote following the debate over your alleged conflict of interest.</p>
<p>Resignation or Dismissal for Causes</p>	<p>Each Director, staff member, consultant, and other representative of ACLT is required to agree that anyone who will not accede to the request of the Conflict-of-Interest Review Committee, may be obliged to do so by a majority vote of the Board; otherwise, such person must resign or may be dismissed for cause.</p>

Appendix A: Conflict of Interest Annual Confirmation

Declaration of Adherence to the Conflict of Interest

I have read and agreed to adhere to the Director’s and Officer’s Conflict of Interest included in Alliance of Canadian Land Trusts (ACLT) Policies. In The list of affiliations below, I list my relevant affiliations.

Name

Signature Date

List of Affiliations

I list below all relationships I have that may create a personal conflict for me when acting as an ACLT director or officer, including but not limited to:

- Directorships on other boards.
- Active participation in other organizations whose mission may conflict with ACLT.
- Employment or other contractual relationship with an organization whose mission or purpose may conflict with ACLT.
- Relationships or associations with organizations that are party to a material contract with ACLT.
- My direct material investments in organizations whose purposes may conflict with ACLT.

Description of Relationship	Name of Organization