

## CODE OF CONDUCT

The CFOT Board of Governance (Board) has adopted the following Code of Conduct that each Member agrees to adhere to by signing the Disclosure and the Code of Conduct below. This document will be requested on an annual basis:

**Conflict of Interest and Disclosure:** Members will conduct their personal affairs in a manner that will avoid conflicts of interest with their duties and responsibilities as Members of the Board. This includes disclosing involvement in investments and transactions **by them or any family member** with any person related to the Board, the CFOT or The Salvation Army. **If such involvement could create in fact or appearance to third parties that the independence and objectivity of the Member in the exercise of his or her duties as a Member is conflicted, the matter shall be reviewed by the Board's Executive Committee.** For the purposes hereof, an investment does not include ownership of shares in a publicly held corporation. Members are required to disclose any potential conflict of interest to the Executive and Nominating Committee for discussion and recommendation for further action. Any member having a conflict of interest shall not vote on related matters. The minutes of the meeting shall reflect the abstention from voting on the matter.

**As a member of the Board, I realize I have an obligation to disclose and eliminate (if necessary) any potential or actual duality of financial interest.**

I, \_\_\_\_\_, have no potential conflicts of interest to disclose.

**Confidentiality:** Members must never use confidential information received while serving as Members in any way detrimental to the CFOT or to The Salvation Army. By way of example and without limitation, confidential information includes personal data regarding Members, cadets, discussions leading to committee appointments, matters pending before the Board, terms and conditions of agreements with vendors, strategies for business negotiations, and the like. Violations of this policy will be subject to action as determined by the Board's Executive Committee. Such action may include expulsion from the Board.

**Ethics and Active Participation:** Members are expected to exercise the duties and responsibilities of their positions with integrity, collegiality and care. This includes:

- Attending all Board meetings where possible and being prepared to discuss all materials provided.
- Demonstrating trustworthiness, respect, responsibility, fairness, caring and citizenship consistent with the mission of the College and The Salvation Army.
- Respecting the opinions of fellow members and staff as well as supporting the actions of the Board even when the Board Member did not support the action taken.
- Representing the CFOT and The Salvation Army in a positive manner at all times and in all places.
- Refraining from intruding on administrative matters that are the responsibility of the CFOT administration, apart from the role of monitoring results and ensuring that policy and procedures are consistent with Board and Salvation Army policies.
- Observing established lines of communication and directing requests for information or assistance to the Office of the CFOT Principal.

I, \_\_\_\_\_, recognizing the important responsibility I am undertaking in serving as a Member of the Board, I hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations associated with my role as a Member and abide by this Code of Conduct. I understand that failure to abide by the Code of Conduct may result in my removal as a Member, pursuant to the requirements and processes provided in the Board Bylaws.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_