

Ethics Policy

Policy Name	Ethics Policy
Date Adopted by Board	September 9, 2022
Date Last Reviewed	

1. General

As a matter of fundamental principle, the Elk Valley Land Trust Society (“the Trust”) upholds the highest standards of ethics in implementing its mission, and in its governance and operations. The Trust upholds these ethical obligations to the land conservation community, donors, taxpayers, landowners, and the community at large. The Trust, under all circumstances, conducts its business following the fundamental values of honesty, integrity, fairness, respect, trust, responsibility, inclusiveness, and accountability in all of its operations.

The Trust applies the following Ethics Policy to guide its compliance. The policy is not inclusive of all possible issues or circumstances that may require the careful consideration of ethics, but is meant to guide the overall principles of the Trust

2. Accountability.

The Trust’s Board is the legal embodiment of the corporation and is responsible for the formulation and maintenance of Trusts policies. When establishing policies or authorizing activities, the Board acts to ensure policies or activities will not jeopardize the basic not-for-profit status of the corporation or reflect unfavorably upon the Trust or its credibility as an institution devoted to public service. Directors devote time and attention to the affairs of the Trust to ensure that all of the Trust's actions, including those of staff, are in accordance with its established bylaws and do not reflect unfavorably upon the Trust as an institution devoted to public benefit.

3. Loyalty and Support.

Directors and staff must not or purport to act on behalf of the Trust or for Trust in an individual capacity without Board approval. All actions are taken as a board, committee, or in coordinated manner at the staff level, and in conformance with the bylaws or applicable procedures and resolutions. Directors work for the institution as a whole and not as advocates for particular activities or committees

This enables the Trust to address the real conflicts, and also manage perceived conflicts to ensure the organization’s credibility and integrity remain strong.

4. Confidentiality.

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During the course of a transaction, the Trust may develop or become privy to highly sensitive and confidential information. Directors and staff keep information acquired in conjunction with Trusts activities in the strictest confidence when related to the administration and activities of the Trust that are not generally available or known to the public. Any improper transfer or disclosure of such information, even though it is not apparent that a Director and/or employee have personally gained by such action, constitutes unacceptable conduct.

5. Actions in Furtherance of Land Conservation.

The Board and staff must not take actions that will compromise the cause of land conservation by the Trust or by other legitimate land conservation organizations. The Board and staff make every effort to effectively balance the land conservation goals of the Trust with those of landowners willing to conserve their land.

6. Gifts.

Directors, staff and volunteers must not solicit or accept for personal benefit, directly or indirectly, any gift or anything else of substantial monetary value from any person or firm that has sought, or is seeking, assistance or has other contractual business, or financial relations with the Trust For the purpose of this policy, substantial monetary value means any gift with a value exceeding \$25.00. Meals, accommodations, and travel services provided to Directors and Staff on official business may be accepted.

7. Property Purchase.

Directors and/or Staff must not purchase from the Trust any real estate or personal property having substantial value without prior approval of the Board. All transactions with members of the Board are closely reviewed and documented. For the purpose of this policy, substantial value means any purchase with a value exceeding \$500.

8. Openness and Disclosure.

The Trust must provide accurate and timely information to the public, the media, and all stakeholders, and is responsive in a timely manner to reasonable requests for information. All information about the Trust must reflect fully and honestly the policies and practices of the Trust including basic information about the Trust posted on the Trust website or otherwise made available to the public. All solicitation materials accurately represent the Trust policies and practices and will reflect the dignity of program beneficiaries. All financial, organizational, and program reports are complete and accurate in all material respects.

9. Program Evaluation.

The Trust regularly reviews program effectiveness and has mechanisms in place to incorporate lessons learned into future programs. The Trust is committed to improving program and organizational effectiveness and learning. The Trust is responsive to changes in its field of activity and is responsive to the needs of its

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10. Inclusiveness and Diversity.

The Trust has a policy of constituents promoting inclusiveness and its staff, board, and volunteers reflect diversity in order to enrich programmatic effectiveness. The Trust takes meaningful steps to promote inclusiveness in hiring, retention, promotion, board recruitment, and constituencies served.

11. Ethics Statement.

Each Board member and staff member acknowledges by his or her signature that he or she understands and will abide by the following Ethics Statement. Each must execute signed an Ethics Statement to be filed permanently in the Trusts records:

I, as a Board/ staff member of the Elk Valley Regional Land Trust Society, acknowledge that I have read and agree to be bound by the Ethics Policy and Statement of Ethics dated [insert] and that I have an obligation to maintain the credibility of the land conservation community by ensuring that my actions will enhance the reputation of land conservation.

Name

Date
