



CONFLICT OF INTEREST POLICY

CADETS ARTS & ENTERTAINMENT, INC.

The high level of public support and respect that The Cadets enjoys results not only from the recognition of its mission, but from the high degree of integrity, objectivity and professionalism of The Cadets employees, contractors and volunteers. The purpose of this policy is to establish a standard of conduct to ensure that personnel at The Cadets act in the best interests of The Cadets and its members, in pursuing this goal, maintain standards relating to conflict of interest.

These standards are intended to enhance public confidence in the integrity of The Cadets and its personnel. The Cadets benefits from the expertise of individuals with a multiplicity of interests; however, those interests must not conflict with the interests of The Cadets nor impair public support and respect necessary for the operation of The Cadets.

In addition to the forgoing, employees, contractors and volunteers in all their endeavors are to remain cognizant of the fundamental principles of The Cadets of neutrality and impartiality.

SCOPE

This policy applies to all employees, contractors and volunteers of The Cadets.

DEFINITIONS

Conflict of Interest

A situation where an individual, or the organization he/she represents or has an interest in, has a direct or indirect competing interest with The Cadets activities. This competing interest may result in the individual being in a position to benefit from the situation or in The Cadets not being able to achieve a result in the best interest of The Cadets.

A conflict may arise where an individual is a party to a contract with The Cadets or has an interest in an enterprise, or is related to a person who is party to such a contract; or where an individual receives payment by The Cadets for services rendered to The Cadets other than reimbursement for reasonable out-of-pocket expenses measured according to The Cadets policies on expense reimbursement.

Conflict of interest for The Cadets also includes conduct which is not in keeping with The Cadets mission. In particular, the principles of neutrality and impartiality cannot be compromised.

Conflict of interest includes, but is not limited to situations

- Where an employee, contractor or volunteer's private and/or business affairs or financial interests are in conflict with their work duties, responsibilities and obligations, or result in a public perception that conflict exists
- Which could impair the employee, contractor or volunteer's ability to act in the public interest or organizational interest
- Where the actions of an employee, contractor or volunteer would compromise or undermine the trust that the public places in The Cadets

POLICY APPLICATION

Conflict of interest agreement

Before or upon assuming their official duties, employees, contractors and volunteers shall sign a document certifying that they have read and agree to abide by these standards.

All employees, contractors and volunteers shall immediately disclose to their supervisor/manager, in writing, any business commercial or financial interest where such interest might be construed as being in real, potential or apparent conflict with their official duties.

Performance of duties

An employee, contractor or volunteer will not vote on, or participate in, any discussion about a resolution to approve a contract in which he/she has an interest, nor will an employee, contractor or volunteer approve an/or sign off on such circumstances.

In the performance of their duties, employees, contractors and volunteers must not:

- Place themselves in a position of obligation to persons who might benefit or appear to benefit from special consideration with respect to The Cadets business
- Have a monetary interest that would conflict with the discharge of the duties owed to The Cadets
- Disclose, discuss, use, take advantage of, benefit or appear to benefit from the use of information not generally available to the public and which has been acquired during their official duties of The Cadets
- Communicate with any level of government, or with any elected or appointed government official in relation to the business of The Cadets, unless they have specific authorization from The Cadets
- Assist private entities or persons in their dealings with The Cadets where this could result in preferential treatment to any person
- Directly or indirectly use, or allow the use of The Cadets property or information for anything other than officially approved activities

Outside employment

Staff members may engage in remunerative employment with another employer, volunteer activity, carry on a business, or receive remuneration from public funds for activities outside their position provided that:

- It does not interfere with the performance of their duties
- It does not bring THE CADETS into disrepute
- They do not have an advantage derived from their employment as an employee of The Cadets
- It is not performed in such a way as to appear to be an official act or to represent the organization's public positions or policies, including The Cadets mission
- It does not involve the use of The Cadets premises, services, equipment or supplies to which the staff member has access by virtue of their employment, unless official authorization is secured
- It does not conflict with or compete with The Cadets business

Note: You are strongly encouraged to obtain written approval from your supervisor before participating in outside work activities. The Cadets will usually grant approval unless the activity conflicts with the Organization's interests.

Gifts

Staff, contractors and volunteers must avoid the appearance of favoritism in all of their dealings on behalf of The Cadets and not accept personal gifts from those doing business or seeking to do business with The Cadets.

Financial

Staff and volunteers must not commit The Cadets to any unauthorized expenditure or other liability and must ensure that all commitments are approved in accordance with the appropriate by-laws, regulations and policies including all appropriate consultations and approvals.

Vendor relationships

Staff and volunteers in leadership roles will not perform fee for service responsibilities for The Cadets in addition to their responsibilities as an employee or leadership volunteer of The Cadets. Nor will employees sell goods to The Cadets, unless by specific approval of the Chief Executive Officer.

Breach of conflict of interest

Employees, contractors and volunteers are required to consult with their supervisor/manager whenever they have any question as to whether a particular circumstance may place them in a conflict of interest.

Persons who fail to comply with these standards during the course of their employment or duties will be subject to such appropriate measures as may be determined by The Cadets including dismissal from employment or duties.

Persons who fail to comply with these standards following separation from The Cadets hereby acknowledge that the disclosure of confidential information will result in irreparable harm to The Cadets and that The Cadets shall have the right to enforce its lawful rights and remedies against any offending person.

Reservation of rights

Where an individual fails to disclose a conflict or an interest according to this policy, The Cadets reserves the rights it may have to deal with the contract, conflict and individual involved.

RESPONSIBILITY

Human Resources is responsible for advising stakeholders, maintaining, monitoring, and revising this policy; and for authorizing exceptions. Members of the The Cadets Management Team are responsible for applying and implementing this policy in each of their respective area.