

POLICY & PROCEDURES

CATEGORY: Governance **POLICY NUMBER:** G-01
POLICY TITLE: Conflict of Interest Guidelines **DATE ISSUED:** May 2004
APPROVED BY: Council

PURPOSE

To document the Ajax-Pickering Board of Trade's Conflict of Interest Policy and Guidelines.

POLICY

A conflict of interest, whether actual or perceived, is defined for the purposes of this policy as any opportunity in which any Director of the Council of the Ajax-Pickering Board of Trade and their businesses, or the Board's agent, an employee of the Board, or any directly related party may benefit from knowledge of, participation in, or by virtue of, a Council decision. Additionally, conflict of interest can include the exercise of an outside interest which materially encroaches on an employee's time or attention or which involves the use of Board resources, including equipment or supplies, staff resources, or financial resources.

The Ajax-Pickering Board of Trade Council will maintain a record of the Director's relevant general business and personal interest as part of the Director's resumes on file.

PROCEDURE

- (1) Declaration of Interest . Any Director who has an interest directly or indirectly in proposed contract or transaction with the Board shall declare his or her interest in the contract or transaction at the beginning of the Council meeting.

If a Director is absent from a meeting and recognizes a conflict of interest, the Director will disclose this to the Chair at the first opportunity, and the Chair will ensure that this declaration is read and Minuted at the next Council meeting.

Council members may not waive any conflict of interest.

- (2) Voting . Directors shall not vote on any matter in which they have a direct or indirect financial interest and shall declare the details of such interest prior to the discussion and vote on the matter.
- (3) Discussion . Any Director who has declared an interest in any proposed contract or transaction or other financial interest with the Board, which is being discussed, shall absent himself or herself during the discussion and voting and the event shall be recorded in the Minutes.
- (4) Contracts . Directors and their families shall not directly or indirectly enter into any proposed contract or transaction with the Board except;
 - (a) on a competitive bid basis or other basis, in writing; and
 - (b) where the Director has any interest therein and where he absented himself from the meeting considering the same and where he has refrained from voting therein.



POLICY & PROCEDURES

CATEGORY: Governance **POLICY NUMBER:** G-02
POLICY TITLE: Privacy **DATE ISSUED:** Jan. 2005
APPROVED BY: Council

Introduction

Protecting your privacy and the confidentiality of information -- over the Internet, on the telephone, or through our offices . has always been fundamental to the way we do business at Ajax-Pickering Board of Trade. We operate on the basis of a Privacy Policy and related procedures that guide the handling of the personal information we collect. We have created this privacy statement in order to demonstrate our firm commitment to protecting the privacy of our members, partners and potential Web site visitors. This policy and related procedures are consistent with the Canadian Standards Association Model Code for the Protection of Personal Information (herein "CSA Model Code") and applicable privacy legislation.

Privacy Statement

This policy deals only with personal information handled by Ajax-Pickering Board of Trade. Personal information is information about an identifiable individual, excluding business contact information. The following explains how Ajax-Pickering Board of Trade handles personal information. Ajax-Pickering Board of Trade reserves the right to change this policy and it may be updated periodically. These changes may affect our use of your personal information. Accordingly, please check for changes regularly.

Accountability

Ajax-Pickering Board of Trade is accountable for all personal information under its control. Ajax-Pickering Board of Trade's privacy officer is C.E.O. and General Manager who is designated as responsible for Ajax-Pickering Board of Trade's privacy policy. The privacy officer can be reached by:

- e-mail, at info@apboardoftrade.com
- telephone, at 905-686-0883
- fax, at 905-686-1057
- mail, 4-700 Finley Avenue, Ajax, ON L1S 3Z2

Any questions about Ajax-Pickering Board of Trade's handling of personal information should be directed to the privacy officer. Please see below for more information about the process for referring questions about Ajax-Pickering Board of Trade's handling of personal information.

Purpose of Personal Information

The purpose for which Ajax-Pickering Board of Trade collects personal information will be identified at or before the time the information is collected. Ajax-Pickering Board of Trade may collect personal information for the purposes of:

- administering Ajax-Pickering Board of Trade membership and providing member services;
- registering for Ajax-Pickering Board of Trade events, for example the Annual General Meeting;
- purchasing various Ajax-Pickering Board of Trade products or services including document certification ; and
- processing and administering the above or other purposes as necessary.

Ajax-Pickering Board of Trade will not use personal information for any other purpose than identified at or before the time of collection.



POLICY & PROCEDURES

CATEGORY: Governance **POLICY NUMBER:** G-03
POLICY TITLE: Political Office **DATE ISSUED:** May 17, 2006
APPROVED BY: Council

PURPOSE

To clarify the process should a director seek political office.

POLICY

Any Director, elected or appointed to the Council, Immediate Past President (Chair), or staff of the Ajax-Pickering Board of Trade, who runs for public office, shall take a leave of absence from his or her position for the duration of an election campaign. Upon election to that office, that person shall be considered resigned as a Director or Officer. Election is defined as: Municipal, Provincial, Federal public office, elected Trustee of a Board of Education. Should a candidate be unsuccessful in election to office, they may reclaim their seat.

Any Director, Officer, Immediate Past President or Manager appointed to a position in government shall resign his or her position on the Board of Directors.