



Canadian Accredited Independent Schools

## **CONFIDENTIALITY AND CONFLICT OF INTEREST POLICY** **(Adopted by the Board on December 11, 2009)**

The board of directors of the Corporation has adopted this Confidentiality and Conflict of Interest Policy (the “Policy”) to promote confidence in the integrity, objectivity and impartiality of the Corporation.

Application: This Policy applies to each director, officer and employee of the Corporation, as well as each member of a committee or task force of the Corporation and each member of a review committee of the Corporation struck to conduct an evaluation or accreditation review of a particular school. The board of directors is responsible for monitoring compliance with this Policy. A waiver of this Policy will be granted only in exceptional circumstances and shall be granted only by the board of directors.

Confidential Information: All information regarding the business of the board and all information regarding the Corporation’s member schools including compliance with standards by or the review for accreditation of any candidate or member school, including Accreditation Reports and Evaluation Reports, which is discussed or revealed in the course of carrying out one’s duties and responsibilities for the Corporation shall be regarded as confidential unless specifically advised or instructed otherwise. Such information must not be revealed or discussed with third parties without the specific approval of the board of directors. The duty to maintain confidentiality shall continue indefinitely. Persons to whom this Policy applies who have committed an unintended breach of confidentiality will contact the Chair of the Board or the Executive Director to identify the issue so that any necessary remedial action can be planned or implemented.

Duties: Each person to whom this Policy applies shall act honestly and in good faith; have the best interests of the Corporation in mind, and exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

Conflict of Interest: Each person to whom this Policy applies should avoid engaging in any personal business which would conflict with either the business of the Corporation or his or her duties and responsibilities to the Corporation. A person to whom this Policy applies who has a material interest in any company or organization which has material dealings with the Corporation must disclose in writing such interest to the Chair of the Board and must exempt himself or herself from participating in any discussion involving such interest.

Remuneration: Directors, and members of any review committee, of the Corporation shall not receive any remuneration for their duties as such, except for reimbursement of reasonable out-of-pocket expenses and may not engage in any other service to the Corporation for which they might expect remuneration without the approval of the board of directors.

Prohibited Use of Position: No person to whom this Policy applies shall use, or seek to use, his or her position with the Corporation in a manner that would conflict with his or her duties and responsibilities to the Corporation. No person to whom this Policy applies shall attempt to influence the admission of any school to the Corporation nor shall he or she in any way influence the evaluation of any candidate or member school.

Public Pronouncements: No person to whom this Policy applies shall speak to, or interact with, the public, media, or other organizations on matters pertaining to the Corporation's policies, operational procedures or situations without having been explicitly authorized to do so by the board of directors.

Violations of this Policy: Each person to whom this Policy applies is responsible for being aware of, understanding and complying with this Policy and shall promptly report any problems or concerns and any actual or potential violation of this Policy to either the Chair of the Board or the Executive Director.

### **CERTIFICATE**

I certify that I have read and fully understand the Confidentiality and Conflict of Interest Policy and will comply with its provisions.

Per: \_\_\_\_\_

Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Visiting Committee Team

\_\_\_\_\_  
Date

