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Lunenburg Academy Foundation:

Code of Conduct

Employees (including Contract Employees) and Board Members

1. Purpose and Scope

This Code of Conduct establishes standards of ethical behaviour and professional conduct for all employees and members of the Board of Directors of the Lunenburg Academy Foundation (“the Foundation”).

The Foundation is a non-profit organization incorporated in Nova Scotia and entrusted with public confidence, charitable resources, and community relationships. This Code supports good governance, legal compliance, and accountability in carrying out the Foundation’s mission.

2. Guiding Principles

All employees and board members are expected to act in a manner that upholds:

- Integrity and honesty
- Respect, inclusion, and fairness
- Transparency and accountability
- Compliance with applicable laws and bylaws
- Stewardship of the Foundation’s assets and reputation

This Code should be read in conjunction with the Foundation’s Value Statement, policies, bylaws, and applicable laws.

3. Fiduciary Duties of Board Members

Board members have a special responsibility to the Foundation and must:

- Act honestly, in good faith, and in the best interests of the Foundation
- Exercise the care, diligence, and skill that a reasonably prudent person would exercise in similar circumstances
- Avoid conflicts of interest and disclose them fully and promptly
- Support board decisions once made
- Maintain confidentiality of board deliberations and sensitive information

4. Conflict of Interest

Employees and board members must avoid situations where personal, professional, or financial interests could conflict with the interests of the Foundation.

- Actual, potential, or perceived conflicts must be disclosed promptly
- Board members must follow the Foundation's conflict-of-interest- procedures, including recusal where appropriate
- Personal benefit from Foundation opportunities or relationships is prohibited

5. Gifts and Hospitality

- Employees and board members must not accept gifts or benefits that could influence, or appear to influence, decision-making
- Gifts valued over \$100 must be disclosed in accordance with Foundation policy
- Cash or cash-equivalent- gifts are prohibited

6. Respectful Conduct and Workplace Environment

All employees and board members must:

- Treat others with dignity and respect
- Maintain a workplace free from discrimination, harassment, and bullying
- Refrain from conduct, comments, or behaviour that could undermine the Foundation's inclusive and welcoming environment

7. Professionalism and Public Conduct

Individuals must:

- Act professionally in all interactions connected to the Foundation
- Avoid public statements or actions that could harm the Foundation's reputation
- Not represent or speak on behalf of the Foundation unless authorized

8. Use of Foundation Resources

Foundation property, funds, information, and resources must:

- Be used solely for Foundation purposes
- Be protected from misuse, loss, or damage
- Never be used for personal gain

9. Confidentiality and Privacy

Employees and board members must protect confidential, proprietary, and personal information and comply with applicable privacy legislation, even after leaving the Foundation.

10. Legal and Policy Compliance

All individuals are required to understand and comply with:

- Applicable laws and regulations
- Foundation bylaws and policies
- Decisions and directives of the Board

11. Reporting Concerns and Breaches

Suspected violations of this Code must be reported promptly:

- To the Board President or Vice-President

Reports will be handled responsibly, fairly, and confidentially where possible.

12. Consequences of Non-Compliance

Breaches of this Code may result in corrective action, up to and including:

- Removal from Board roles
- Disciplinary action for employees
- Termination of engagement with the Foundation

13. Annual Acknowledgement

All employees and board members must sign an annual acknowledgment confirming they have read, understood, and agree to comply with this Code of Conduct.