



TRANS CANADA TRAIL
SENTIER TRANSCANADIEN
ONTARIO

Communications Code of Conduct Policy

Area of Activity: Communication between TCTO and other organizations

Applicability: All directors (including executive) and staff

- 1) Directors and staff of the Trans Canada Trail Ontario will act with professionalism and integrity in all dealings with TCTO members, member organizations, other directors and the Board and in all situations where they represent TCTO to an outside body.
- 2) TCTO representatives (directors and staff) will make every effort to keep themselves informed with respect to TCTO policy, business and finance so as to present an accurate and current picture of TCTO to all with whom they deal.
- 3) When a TCTO representative is called on to represent TCTO in a specific situation or with respect to a particular topic, he or she will draw on TCTO records and on the knowledge and experience of all associates to ensure that he or she is well prepared for the activity.
- 4) When called on to represent TCTO in a specific situation or with respect to a particular topic, the representative will present the position agreed by the TCTO Board. If the TCTO Board has not adopted a formal position, then he or she will make a best judgment call as to what that position might be and present that (with qualifiers). A position involving a change in policy or commitment of resources, unless previously agreed to by the TCTO Board, must always be tentative and subject to ratification.
- 5) Directors must always be sensitive to the possibility of conflict of interest and/or breach of confidentiality. TCTO Directors will always act in the best interests of Trans Canada Trail Ontario unless prohibited from doing so by another commitment in which case, he or she will declare a conflict of interest and withdraw from all dealings with respect to the conflicted issue.
- 6) When a TCTO Director or staff member sits on the Board of another organization, he or she owes the same obligation to the other organization as to TCTO. While respecting necessary confidentiality, the individual can and should use information that benefits both organizations. However, where the goals, strategies and directions of the two organizations are opposed, he or she should declare a conflict of interest and withdraw from all discussion or influence.