

The Personnel Committee will recommend a timeline of activities to the Board of Directors to recruit, interview, select and hire a permanent CEO. An agreed upon schedule will be undertaken the Personnel Committee and overseen by the Governance Committee.

For other key leadership positions, upon notice of a pending resignation or reassignment of personnel, the CEO shall notify the Board Governance Committee of their plan to recruit and replace the position.

SECTION 4: WORKPLACE AGREEMENTS & SAFETY

POLICY – 4.01 Code of Ethical Conduct

The purpose of this policy is to provide guidance in identifying and handling conflicts of interest involving Chinook Enterprises, a non-profit social enterprise. Chinook Enterprises is committed to the highest level of integrity and relies on the sound judgment of its employees, consultants, and volunteers with regards to standards of business and personal ethics in the conduct of their duties and responsibilities. They are obligated to avoid and disclose ethical, legal, financial, or other conflicts of interest involving Chinook Enterprises, and remove themselves from a position of decision-making authority with respect to any conflict situation involving Chinook Enterprises.

Although Chinook’s guiding principles cannot address every issue or provide answers to every dilemma, they can define the spirit in which we intend to do business and should guide us in our daily conduct.

This policy is intended to supplement but not replace any applicable state and federal laws governing “Conflict of Interest” applicable to nonprofit and social enterprise organizations.

Definitions:

A conflict of interest may occur if an interest or activity influences or appears to influence the ability of an individual to exercise objectivity or impairs the individual’s ability to perform his or her responsibilities in the best interests of the social enterprise. A conflict of interest is any situation in which a person’s personal interests and/or the interests which they owe to another business or person, and those of the social enterprise arise simultaneously or appear to clash.

We recognize that it is inevitable that some conflicts of interest occur. The issue is not the integrity of the person concerned, but the management of any potential to profit from a person’s position, or for the person to be influenced by conflicting loyalties and the ability to “get out ahead of a problem”.

Do the Right Thing:

Several key questions can help identify situations that may be unethical, inappropriate or illegal. Ask yourself:

- Does what I am doing comply with Chinook Enterprises' guiding principles, Conflict of Interest, Code of Ethics and other company policies?
- Have I been asked to misrepresent information or deviate from normal procedure?
- Would I feel comfortable describing my decision at a staff meeting?
- How would it look if it made the headlines?
- Am I being loyal to my family, my company and myself?
- What would I advise a relative or a friend to do?
- Is this the right thing to do?

Disclosure:

Disclosure of circumstances which present or could lead to a conflict of interest does not create a presumption that any person has violated this policy or applicable law. Reporting such circumstances allows management and/or the Board to determine whether the circumstances would unfairly benefit an employee, consultant, or volunteer, in order to respond as necessary to protect the integrity and reputation of Chinook Enterprises and retain the public's trust. Reporting such conflicts at the earliest opportunity is the expected and responsible action of every individual.

Delivery of Service:

Conflicts of interest in service delivery may arise whenever the personal or professional interests of a staff member are potentially at odds from what is in the best interests of the customer. For example, if a staff person were asked to provide direct services to a relative, neighbor, or family friend, that could cause a conflict. A situation like this should be referred to another staff person. This sort of conflict might also extend to other stakeholders as well. It is the responsibility of staff to recognize and avoid instances where such conflicts might arise. Because public confidence is of extreme importance to Chinook Enterprises, steps should be taken to avoid even the appearance of a conflict of interest. If a staff member is unsure as to whether a potential conflict exists, he/she should consult with their direct supervisor immediately.

Dual Relationships:

"Dual relationships" involving persons served should be avoided. Some obvious examples might be dating a close relative of a customer of Chinook Enterprises or privately hiring a customer to do work at a staff person's residence, and so forth. Check with your supervisor for guidance prior to entering any potential dual relationship.

Setting Boundaries:

It is important to remember that relationship/boundary issues between staff and customers are common and require insight and caution. Many individuals served by this organization have limited opportunities for friendships and/or intimate relationships, and it is common for people to project these needs onto a person providing services. While casual friendships may be appropriate in some situations, dating or any other type of intimate relationship between staff and customers are strictly forbidden.

Making Loans or Receiving Services:

It is unadvisable to loan money to co-workers, including customers. While this may not be unethical, it is unadvisable and should be avoided.

Personal Property:

Ethical conduct includes respect for and safeguarding of the personal property of customers, visitors, and personnel and property owned by the organization. If you see a potential issue where personal property is not in a safe area, please bring it to the attention of the owner of that property or a manager.

Business and Marketing:

It is expected that employees honor the highest ethical practices in Chinook Enterprises' business relationships. This means not taking unfair advantage of customers through manipulation, misrepresentation of material facts, by concealment of important information, misuse of privileged information, and so forth. Chinook employees shall not engage in business to benefit competitors directly or indirectly. If an employee has a relative or friend who engages in business in competition with Chinook Enterprises or on behalf of Chinook's competitors, such matter shall be promptly disclosed to the employee's manager.

Gratuities and Gifts:

Employees may not provide to customers or potential customers gift or gratuity that is of more than token value or that goes beyond the common courtesies. Receiving a gift or gratuity from customers for orders placed or business level achieved must be avoided. If an employee is in doubt about a gift that is offered, they should check with their supervisor.

It is not appropriate to exchange gifts, money or gratuities with persons served and/or members of their families. There may be instances where this is not the case, but staff should consult with their supervisor before engaging in any kind of gift exchange or accepting any sort of gratuity or present.

Business Communication and Advertising:

All business communication should be clearly written by describing: the relationship, what is offered, at what price, delivery schedule, and any other pertinent information for the customer. Advertising must be accurate and never deceptive.

Witnessing of Documents:

Employees may be asked to witness the signing of documents outside of the normal service delivery or business process. These could include powers of attorney, guardianship, advance directives, or contracts between two parties. Employees should check with their supervisor in any case where they are unsure what their role should be in these types of situations.

Professional Responsibilities:

Employees are expected to act in a professional and courteous fashion towards one another, customers, persons receiving services, and other stakeholders. Employees must adhere to the

highest standards of behavior. All employees are expected to report any waste of product or service, business or financial fraud, resource or personnel abuse, and other wrongdoing to their supervisor, or the Human Resources (HR) Department.

Employees shall not use inside information about Chinook Enterprises business activities for personal profit, nor should such information be disclosed to any outsiders. Employees shall not disclose any information concerning persons served, except in connection with the performance of their jobs.

Employees may not work on any second job that conflicts with the interest of Chinook Enterprises. Check with your supervisor before taking on a second position.

Reporting Concerns or Complaints:

Each of us is responsible for knowing and adhering to the values and standards set forth in this "Conflict of Interest Policy" and for raising questions if we are uncertain about company policy. If we are concerned whether the standards are being met or are aware of violations of the policy, we must contact the Human Resources Representative, the President/CEO, or submit an anonymous and confidential complaint through the employee suggestion box.

You are not required to identify yourself in any notification if you would like to remain anonymous. Whether or not you identify yourself, for a proper investigation to be conducted, please provide Chinook Enterprises with as much information as you can, sufficient to do a proper investigation, including where and when the incident occurred, names and titles of the individuals involved, and as much other detail as you can provide.

Confidentiality:

Chinook Enterprises will treat all communications under this policy in a confidential manner, except to the extent necessary to 1) conduct a complete and fair investigation, or 2) for review of Chinook Enterprises operations by the board, its committees, Chinook Enterprises independent public accountants, and Chinook Enterprises legal counsel.

Retaliation:

Chinook Enterprises will not permit any negative or adverse actions to be taken against any employee or individual for making a good-faith report of a possible violation of its "Conflict of Interest Policy", even if the report is mistaken, or against any employee or individual who assists in the investigation of a reported violation. Retaliation in any form will not be tolerated. Any act of alleged retaliation should be reported immediately and will be promptly investigated. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This policy is intended to encourage and enable employees and others to raise serious concerns within Chinook Enterprises, prior to seeking resolution outside the organization.

This policy cannot describe all conflicts of interest situations that may arise involving Chinook Enterprises, therefore, all employees, consultants, and volunteers must use good judgment to avoid any appearance of impropriety. Appropriate circumstances may also justify exceptions to the application of the policy.