

Conflict of Interest Guidelines for THE BRITISH COLUMBIA TURKEY MARKETING BOARD

These guidelines shall be known as the “Conflict of Interest Guidelines” and shall come into force on 25th March 2002 and be in effect until 26th April 2003, but may be amended by the Board from time to time.

1. The chairman and members of the Board shall avoid conflicts of interest.
2. A conflict of interest is defined as any situation where a member’s personal interests, or those of a family member, close friend, business associate, corporation or partnership in which a member holds a significant interest, or a person to whom the member owes an obligation could influence the member’s decisions and impair the member’s ability to fulfill the objectives of the Scheme, or represent the board fairly, impartially and without bias.
3. A conflict of interest may occur where a reasonably well informed person has a perception that the chairman or member participates in decisions on behalf of the board that promotes the member’s personal interests or those of a person described in paragraph 2.
4. The board depends on the integrity of members to assess their own conflicts of interest, if any. However, should a member have any concerns whether a conflict of interest exists, the member must immediately disclose the conflict of interest to the board, preferably in writing.
5. A member must immediately disclose a conflict of interest to the board. A formal notice in writing is preferable, but may not be necessary if the conflict has been identified in the annual disclosure statement (or supplementary disclosure statement) and the board has been made aware that the conflict exists.
6. If, in the opinion of the majority of the board or committee, a conflict exists but will not as a practical matter have any significant impact on the board or committee, the board or committee chairman may, in writing, permit the disclosed conflict to continue.
7. If there is any question of a conflict of interest involving a member of the board the member must immediately disclose the conflict to the British Columbia Marketing Board (BCMB) by notifying the Chairperson at:

British Columbia Marketing Board
PO Box 9129 Stn Prov Govt
Victoria, BC V8W 9B5
or telephone (250) 356-8945.
8. A member must take steps to resolve the conflict or to demonstrate that no conflict exists to the satisfaction of the board .

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9. Unless a member is authorized in writing by the board the member shall not
 - a) Represent or act on behalf of the board in any matter where the member is in a conflict of interest or, appears to be in a conflict of interest,
 - b) Use the member's position, office or affiliation in a way, which may place a member in a possible conflict of interest situation.
10. Members shall not offer, provide, or accept gifts, excessive entertainment or benefits from growers, purchasers, suppliers, etc of the board. In some cases, exceptions are recognized, one example is modest gifts, favours and entertainment which meet the following tests:
 - a) They are not intended to be and are not of sufficient value to be taken as a bribe or other improper payment. The value of entertainment should be no greater than what is appropriate in the circumstances;
 - b) A gift should not exceed \$50.00 in value. Any gift received in excess of this amount must be disclosed to the board;
 - c) The conduct is a generally accepted business practice; and
 - d) The gifts or benefits are lawful and in accordance with any applicable ethical practice and standards.
11. A member shall not disclose information obtained as a result of the member's duties as a chairman or member of the board for personal gain unless such information has been made available to the public. The use of confidential information for personal gain is prohibited. A member must not purchase or sell assets, the value of which might be affected by the board's actions or plans, when they have knowledge of inside information which has not been disclosed to the public.
12. It is deemed a conflict of interest if, without prior written consent of the board chairman:
 - a) a member, a person of the member's household, or a trust in which the member has an interest or owns shares of a significant direct or indirect financial interest in, or obligation to, is an actual or potential client of the board;
 - b) a member, a person of the member's household, or a trust in which the member has an interest or owns shares, accepts gifts of more than a token or nominal value from an actual or potential client of the board/commission, or
 - c) a member discloses confidential information obtained in the course of the member's duties on the board or commission.
13. A member shall not engage in activities or accept appointments or election to office in any organization or association the activities of which are, or are likely to be, in conflict with activities of the board or reflect poorly on the board without prior written consent of the chairman.

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14. A member shall disclose any employment, or directorship in a legal business entity or organization that may result in a conflict of interest before accepting such a position or business activity, to the board. A business activity means ownership, participation in decision-making as a member of a board of directors, engagement as an employee, advisor or consultant to a business entity.
15. The board shall require members to complete:
 - a) Annual disclosure statements (see attached)
 - b) Supplementary disclosure statements, if applicable. (see attached)
 - c) The board shall record any and all matters relating to conflict of interest or appearances of conflict of interest in the minutes following the disclosure of a conflict situation.

Signed and dated at Surrey, British Columbia, this 18th day of March, 2002 for and on behalf of the
BRITISH COLUMBIA TURKEY MARKETING BOARD.

Shawn Heppell, Chairman

Eric Andrew, Vice-Chairman

Walter Nickel, Member

Colyn Welsh, Secretary-Manager

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**Annual Disclosure Statement of a Member of the
British Columbia Turkey Marketing Board and
British Columbia Turkey Marketing Board Committees**

TO: The Secretary-Manager of the
 British Columbia Turkey Marketing Board

1. Name of member _____.
2. This Statement discloses information as of _____.
3. A direct or indirect conflict with my duty as a member of the board
 and the following offices or interest may arise because
 - (a) I, or the following related person(s), hold the following offices
 (appointed or elected):

- (b) I, or the following related person(s), or trustee(s) or nominee(s)
 on my behalf, own or possess, directly or indirectly, the
 following interests:

whereby, directly or indirectly, a duty or interest might be
created in conflict with my duty or interest as a member of the
board/commission.

3. The nature and extent of the conflicting office, duty or interest referred to
 in Paragraph 3 is:

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4. In addition to the offices listed in Paragraph 3, the following is a list of every business entity (companies, partnership, joint ventures, or proprietorship) in which I, or any trustee or nominee on my behalf, or the following related person, holds ten percent or more interest:

Name of Company	Type of Business

5. The following is a list of every business enterprise or organization related to agriculture in respect of which I, or the following related person receive financial remuneration for services performed or from which I, or a related person receive any amount required to be included as income under the *Income Tax Act* (Canada):

6. The following is a list of each subsidiary or affiliate of a company listed in Paragraph 3(b) or Paragraph 5 of this Statement:

Company listed in Paragraph 3(b) or 5	Name of Subsidiary or Affiliate	Type of Business

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7. In addition to the offices listed in Paragraph 3(a), the following is a list of every company of which I am a director or officer:

Company	Position

I HEREBY DECLARE that the foregoing constitutes a complete and accurate disclosure by me pursuant to the governing policy of the British Columbia Turkey Marketing Board.

I FURTHER DECLARE AND CERTIFY that I have complied with the stipulated conditions in the policy statement governing conflict of interest since

_____ [date: month, day, year],

or since the date of my election as a Member of the British Columbia Turkey Marketing Board, whichever is the later. (Please note any exceptions)

DATED this _____ day of _____, 20__ .

Signature of Member _____

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**SUPPLEMENTARY ANNUAL DISCLOSURE STATEMENT FOR A
MEMBER OF A MARKETING BOARD OR COMMISSION**

TO: The Secretary-Manager of the
British Columbia Turkey Marketing Board

1. This supplementary disclosure statement is filed by
_____ (name of member) and
concerns my annual disclosure statement containing information as
of,

[date: month, day, year],

2. The following material change(s) has/have occurred to the
information disclosed in the statement (or to any supplementary
annual disclosure statement previously filed by me in connection with
the Statement):

Particulars of Change(s):

3. It is further requested that the board/commission (where appropriate)
address this matter and that the resolution be recorded in the
board/commission's minutes.

DATED this _____ day of _____, 20 _____

Signature of Member _____