

Nova Scotia Young Farmers' Association
Nomination Policy

This policy is supplementary to Bylaw 29 of the Association.

Nomination Form

As Director for Nova Scotia Young Farmers' Forum

I, _____ being a member in good standing, in the Register of
Members, of the Nova Scotia Young Farmers' Forum do hereby
nominate _____ as Director for the
term from the _____ Fiscal AMG to the _____ Fiscal AGM.
Year Year

Signature of Nominator

Signature of Supporting Nominator

Acceptance

I, _____ being a member in good standing of the Nova Scotia
Young Farmers' Forum, agree to let my name stand as a candidate in the upcoming election.

Signature of Nominee

Date

Approved by: _____
Current Board Member

Policy #29-2

**Nova Scotia Young Farmers' Association
Confidentiality Policy**

This policy is supplementary to Bylaw 29 of the Association.

The high level of public support and respect that Nova Scotia Young Farmers' Association (NSYF) enjoys results not only from recognition of its mission, but from the high degree of integrity, objectivity, and professionalism of its staff, volunteers, and Board of Directors. NSYF benefits from the expertise of individuals with a multiplicity of interests. Those interests must not however conflict with the interests of NSYF nor impair public support and respect necessary for the operations of NSYF.

While serving on the Board of Directors of the Nova Scotia Young Farmers' Association you may acquire confidential and/or sensitive information about staff, members, financial information, operating procedures, plans, reports, proposals, contracts and/or other similar matters that are confidential to NSYF. Such information is the exclusive property of NSYF and it is critical that you keep this information in the strictest confidence. Accordingly, you may not:

- a) Disclose at any time, during or after serving on the Board of Directors with NSYF, confidential and/or sensitive information about NSYF;
- b) Not disclose any information concerning NSYF which could adversely affect NSYF image or reputation;
- c) Make improper use, directly or indirectly, of such confidential and/or sensitive information;
- d) Not disclose any information to any person which might benefit or appear to benefit from disclosure of confidential and/or sensitive information;
- e) Not use any information gained while performing official duties, which is not available to the general public to benefit or appear to benefit from the information; and
- f) Directors will not remove any records containing confidential information from NSYF unless explicitly authorized to do so, and will return such records to NSYF upon termination of their term, termination of any assignment, or as requested by the Chair of the Board.

Persons who fail to comply with this Confidentiality Agreement during their tenure on the Board of Directors will be subject to such appropriate measures as may be determined by the Board of Directors' Chair and/or other members of the board, including dismissal from the Board.

Persons who fail to comply with this Confidentiality Agreement following resignation or dismissal from the Board of Directors hereby acknowledge that the disclosure of confidential information will result in irreparable harm to NSYF shall have the right to enforce its lawful rights and remedies against any offending person.

I have read and understand the Confidentiality Agreement. My signature below acknowledges my agreement to conduct myself in a professional manner at all times and to keep all confidential and/or sensitive information obtained confidential.

AGREED & ACCEPTED BY:

Date: _____

Signature: _____

Witness Signature: _____

Print Name: _____

This policy is supplementary to Bylaw 29 of the Association.

Code of Conduct Policy

Intent

Nova Scotia Young Farmers' (NSYF) is committed to providing a safe, healthy workplace that promotes a high level of job satisfaction and a respectful work environment. NSYF believes that it is a shared responsibility of all the Board Members and its Employee(s) to work towards the constant improvement of our workplace. To assist the NSYF in maintaining an exemplary work environment, we require that all Board Members and Employees of NSYF conduct themselves in an ethical and professional manner, at all times.

Guidelines

To preserve the Core Values and business principles that NSYF is founded upon, we have compiled a list of unacceptable behavioural actions that have been classified as either:

1. Hazardous to employee safety;
2. Criminal;
3. A negative influence on workplace morale; or
4. Detrimental to the success of NSYF.

NSYF reserves the right to discipline and, in certain cases, dismiss a Board Member or terminate the employment of any Employee for participating in any conduct that violates NSYF's Code of Conduct standards and policies.

Unacceptable Actions / Behaviours

Unacceptable behaviours shall include, but not be limited to the following:

- Causing physical harm to another person.
- Threats or harassing behaviour.
- Wilful damage or destruction to NSYF property, or Board or Employee property.
- Possession of a weapon while on NSYF premises, or while conducting business on behalf of NSYF.
- Disorderly, immoral, or indecent conduct.
- Violation of health and safety practices, policies and procedures.
- Theft, including physical and intellectual properties.
- Insubordination.
- Dishonest, illegal or improper business activities.
- The use, possession, sale, manufacture or dispensation of any illegal drug, alcohol, or paraphernalia associated with either.
- The use of alcohol or illicit narcotics off NSYF premises that adversely affects the Board Member's or Employee's work performance, the Board Member's or Employee's own safety or the safety of others at work, or NSYF's reputation in the community.

- Failure to report to management the use of any prescribed drug which may alter the Board Member's or Employee's ability to safely perform his/her duties.
- Arriving to work late without providing advance notice and/or without reasonable cause.
- Failure to properly report an absence.
- Failure to meet stated goals, objectives and/or performance metrics required for a position.

Board Members and Employees are expected to perform their job duties in a manner conducive to a safe workplace, following all NSYF practices, policies and procedures.

Acknowledgement & Agreement

I, _____, acknowledge that I have read and understand the Code of Conduct Policy of Nova Scotia Young Farmers'. Further, I agree to adhere to this Policy and will ensure that employees working under my direction adhere to these guiding principles. I understand that if I violate the rules/procedures outlined in this Policy, I may face corrective action, up to and including termination of employment or dismissal as a Board Member as applicable.

Name: _____

Signature: _____

Date: _____

Witness: _____