

## **Code of Ethics for the Council of the Literary and Historical Society of Quebec (the “LHSQ”)**

Preamble: The council of the Literary and Historical Society of Québec (the “**Council**”) recognizes the need for competent and committed members of the Council (the “**Members**”) to observe a high standard of ethics and conduct in their respective roles as Members. As such, each Member is required to sign a copy of this code of ethics.

### ***Code of Ethics***

1. Each Member is expected to perform its duties in an objective, impartial, professional and honest manner.
2. Each Member will hold the best interests of the LHSQ and its membership as a priority in carrying out their respective duties as Members.
3. Each Member will endeavour to make suggestions to the Council for improving the policies, standards, practices or ethics of the Council or the LHSQ.
4. Each Member will declare in a timely manner any conflict of interest, be it real, potential, or apparent, which is not immediately obvious with regard to any matter being considered by Council. The following activities may be considered, but are not limited to, potential conflicts of interest:
  - When a Member is in a position to make a decision or do an act with respect to the LHSQ which is motivated by interests that are not related to the best interests of the LHSQ;
  - When a Member personally or professionally contracts with the LHSQ for material gain or where a Member is affiliated with another organisation or entity which is contracting with the LHSQ for material gain;
  - When the activities of the LHSQ provide an opportunity for material gain which may be valuable to such Member personally or to another organisation or entity with which the Member is affiliated, or to other persons known to the Member; or
  - When a Member accepts gifts or favours from another person or organization with business dealings with the LHSQ.
5. If the Council decides at any time that a conflict of interest exists, be it real, potential, or apparent, it may, at its sole discretion, ask the Member involved to refrain from participating in the discussion, abstain from voting, or leave any meeting involving the issue at hand.
6. Each Member will maintain the confidentiality of all information which the Council deems to be confidential and will not knowingly take advantage of confidential information that is obtained in the course of their official duties and responsibilities.

*(Signature page follows)*

I, the undersigned, have read and accept the Code of Ethics for the Council of the Literary and Historical Society of Quebec.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Please print):