



Appendix 1.13 (revised March 29, 2022; reviewed April 29, 2025)

Annual Declaration of Potentially Conflicting Interests

Annually, each member of the Board shall confirm in writing that he or she has read and understood the Board's **Code of Conduct** and **Conflict of Interest** policies. Directors shall disclose any outside interests or activities that may pose a conflict of interest.

Currently, I am a director, board member, member, committee member, officer, substantial shareholder/owner/investor, or an employee of the following organizations or community groups:

I am not now, nor have I been in the past 12 months, involved directly or indirectly in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with Carlton Trail College that could result in personal benefit to me and/or my family.

I am not now, nor have I been in the past 12 months, a recipient, directly or indirectly, of any salary, payments, loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with Carlton Trail College.

Any exceptions to the above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have in the persons or organizations having transactions with Carlton Trail College.

I have read, understood and will comply with Policy 1.18 Code of Conduct and Policy 1.13 Conflict of Interest. I will act in the best interest of the institution and avoid any situations that could result in real or perceived conflict of interest.

Date: _____

Signature: _____

Printed name: _____