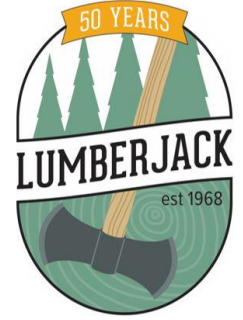


# LUMBERJACK RC&D COUNCIL CODE OF ETHICS POLICY



All Lumberjack Council Members and Staff are required to certify that they have received this Code of Ethics policy by completing the Code of Ethics Certificate and listing any current or potential conflicts of interest. Council Members are required to certify bi-annually following Council appointments, at any time they feel a conflict arises and any time the policy changes. Employees are required to certify when hired, at any time they feel a conflict arises and any time the policy changes.

## Code of Ethics

Lumberjack RC&D is committed to the highest ethical standards. Based on the unique trust placed in Lumberjack to adhere to the highest conservation practices and standards, we have a special obligation to act ethically. The success of Lumberjack RC&D and our reputation depend upon the ethical conduct of everyone affiliated with Lumberjack RC&D. Council Members and Staff set an example for each other, and for other RC&Ds, by their pursuit of excellence in high standards of conservation, professionalism, and ethical conduct. The Lumberjack Code of Ethics is based on our mission and guided by our brand values:

- **Knowledgeable resource.** We provide staff expertise and experience in applying science-based conservation practices.
- **Flexible partner.** We work effectively with others in both the public sector and in private enterprise.
- **Balanced solutions.** We promote solutions that balance the need for a healthy environment with development of a healthy economy.
- **Local answers.** We believe the economic and resource conservation challenges we face in Wisconsin can be best addressed by people here.
- **Non-partisan, nonpolitical.** We believe that solutions are better found through consensus and an understanding of science rather than through partisan or political ideology.

While no document can anticipate all the challenges that may arise, this Code communicates key guidelines meant to assist Lumberjack Council Members and Staff in making good decisions that are ethical and in accordance with applicable legal requirements.

### 1. PERSONAL AND PROFESSIONAL INTEGRITY

A personal and organizational commitment to integrity in all circumstances benefits everyone as well as the organization. We therefore

- Strive to meet the highest standards of performance, quality, and service in working towards the Lumberjack Mission.
- Communicate honestly and openly and avoid misrepresentation.
- Promote a working environment where honesty, open communication and all opinions are valued.
- Exhibit respect and fairness toward all those with whom we come into contact.

### 2. CONSERVATION BEST PRACTICES

Lumberjack is responsible to its stakeholders, which include member counties, other RC&Ds, governmental and private sector partners, and all those who have placed faith in Lumberjack to adhere to conservation best practices. We therefore

- Follow industry standards based on the latest science-based conservation practices.
- Promote good stewardship of resources.
- Follow the Lumberjack Mission in finding a balance between conservation best practices and economic/quality of life standards.
- Observe and comply with all laws and regulations regarding conservation in Wisconsin.

### 3. ACCOUNTABILITY

Lumberjack is responsible to its stakeholders, which include member counties, other RC&Ds, governmental and private sector partners, and all those who have placed faith in Lumberjack. To uphold this trust, we

- Promote good stewardship of Lumberjack resources that are used to complete projects and pay operating expenses, salaries, and employee benefits.
- Refrain from using organizational resources for non-Lumberjack purposes.
- Observe and comply with all laws and regulations affecting Lumberjack RC&D.

### 4. INCLUSION

Lumberjack RC&D is an equal opportunity employer and is committed to the principle of inclusion. We therefore

- Value, seek-out, and embrace inclusion in all aspects of Lumberjack activities and respect others without regard to race, color, religion, creed, age, sex, national origin or ancestry, marital status, veteran status, sexual orientation, or status as a qualified disabled or handicapped individual.
- Adhere to affirmative action and equal employment opportunity programs and laws.
- Refuse to engage in or tolerate any form of discrimination or harassment.

## 5. CONFIDENTIALITY AND PRIVACY

Confidentiality is a hallmark of professionalism. We therefore

- Ensure that all information, which is confidential, privileged or nonpublic, is not disclosed inappropriately.
- Refrain from use of information acquired in the course of work for personal gain.
- Respect the privacy rights of all individuals in the performance of their Lumberjack duties.

## 6. POLITICAL CONTRIBUTIONS

As a non-profit organization, Lumberjack will remain non-political. We therefore

- Refrain from making any contributions to any candidate for public office or political committee on behalf Lumberjack RC&D.
- Refrain from making any contributions to any candidate for public office or political committee in a manner that may create the appearance that the contribution is on behalf of Lumberjack RC&D.
- Refrain from using any organizational financial resources, facilities or personnel to endorse or oppose a candidate for public office.
- While engaging in political activities in an individual capacity, if identified as an official of Lumberjack RC&D, clearly communicate that you are not acting on behalf of the organization.
- Refrain from engaging in political activities in a manner that may create the appearance that such activity is by or on behalf of Lumberjack RC&D.

## 7. CONFLICTS OF INTEREST

To avoid any conflict of interest or the appearance of a conflict of interest which could tarnish the reputation of Lumberjack RC&D, as well as undermine the public's trust in Lumberjack RC&D, all Lumberjack Council Members and staff will adhere to the following:

- Avoid any activity or outside interest which conflicts or appears to conflict with the best interest of Lumberjack, including involvement with a current or potential Lumberjack vendor, grantee, or competing organization unless disclosed to and not deemed to be inappropriate
- Ensure that outside employment and other activities do not adversely affect the performance of their Lumberjack duties or the achievement of Lumberjack's mission.
- Ensure that travel, entertainment and related expenses are incurred on a basis consistent with the mission of Lumberjack and not for personal gain or interests.
- Decline any gift, gratuity or favor in the performance of Lumberjack duties except for promotional items of nominal value, and any food, transportation, lodging or entertainment unless directly related to Lumberjack business
- Refrain from influencing the selection of staff, consultants or vendors who are relatives or personal friends or affiliated with, employ, or employed by a person with whom they have a relationship that adversely affects the appearance of impartiality.
- Avoid appearances of impropriety.

Conflicts of interest listed on the certification form will be reviewed by a supervisor, the Executive Director or the Executive Committee who will determine whether they are indeed, conflicts. Conflicts of Interest not listed on the certification form, but brought to the attention of management, will be reviewed by a supervisor, the Executive Director or the Executive Committee who will determine whether a conflict exists. The Executive Committee will determine how to best deal with existing conflicts on a case-by-case basis.

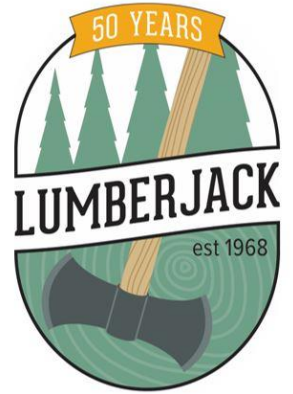
Any proceedings will be recorded in the minutes of an Executive Committee Meetings.

## 8. GUIDANCE AND DISCLOSURE

Council Members and Staff are encouraged to seek guidance from the Executive Committee and/or the Executive Director concerning the interpretation or application of this Code of Ethics. Known or possible breaches of the Code of Ethics should be disclosed to the Executive Committee, with reports of suspected or known accounting, auditing or financial impropriety made to the Treasurer or the President. Reports of possible breaches will be handled in the following manner:

- All reports of possible breaches will be treated in confidence as much as the organization's duty to investigate and the law allow. If confidentiality cannot be maintained, the individual disclosing the possible breach will be notified.
- All reported breaches will be investigated and, if needed, appropriate action taken based upon the policies of the organization.
- Retaliation against a person who suspects and reports a breach in good faith will be treated as a breach of the Code.

# Code of Ethics Certificate



Once you have read the Code of Ethics, please complete this certificate and mail to the Lumberjack administrative office at 315 S. Oneida Avenue, Suite 206, Rhinelander, WI 54501 or email [tracybeckman.lumberjack@frontier.com](mailto:tracybeckman.lumberjack@frontier.com).

**X** *I acknowledge that I have read Lumberjack RC&D's Code of Ethics. I understand that Council Members and staff are responsible to adhere to the principles and standards of the Code, and I confirm that during my affiliation with Lumberjack RC&D, I will conduct myself in accordance with the principles and standards of the Code.*

List below any current or potential conflicts of interest of which you are aware

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PRINTED NAME

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SIGNATURE

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DATE