

**EXECUTIVE LIMITATIONS**

The Executive Director shall not cause or allow any practice, activity, decision or organizational circumstance which is either illegal, imprudent or in violation of commonly accepted business and professional ethics.

Consequently:

1. Dealings with staff and volunteers must be fair, dignified, and in accordance with the Ontario Human Rights Code.  
*[see policy 2.1.1 for more details]*
2. Budgeting any fiscal period or the remaining part of any fiscal period shall not deviate materially from board *Ends* priorities, risk fiscal jeopardy nor fail to show a generally acceptable level of foresight.  
*[see policy 2.1.2 for more details]*
3. Actual financial conditions at any time shall not incur fiscal jeopardy or compromise board *Ends* priorities.  
*[see policy 2.1.3 for more details]*
4. Information and advice to the board will have no significant gaps in either timeliness, completeness or accuracy.  
*[see policy 2.1.7 for more details]*
5. Assets may not be unprotected, inadequately maintained or unnecessarily risked.  
*[see policy 2.1.5 for more details]*
6. Compensation and benefits for staff shall not deviate materially from comparable market, unless necessitated by funding constraints.  
*[see policy 2.1.6 for more details]*
7. No fewer than two members of the leadership team (directors of finance, human resources and program development, and administrative assistant) will be informed of Executive Director and board issues and processes.  
*[see policy 2.1.4 for more details]*

8. There shall be no conflict of interest in awarding purchases or other contracts.  
*[see policy 2.1.5, clause 5 for additional information]*