



## Beef Board Code of Ethics

The Cattlemen's Beef Board (CBB) is charged with administering the national beef checkoff program. Service on the CBB is a public trust and it is the responsibility of board members to act in the best interest of the Board and the Beef Checkoff Program rather than in his/her own interest or that of other industry segments or organizations.

To fulfill this responsibility, CBB members should follow the code of ethics outlined below. Each Board member, as soon after appointment as possible and annually thereafter, shall complete an affidavit acknowledging their receipt and understanding of the code of ethics outlined below and disclosing any relationship defined in item 12 below:

1. CBB members shall comply with all policies of the Board and will at all times obey all applicable federal, state and local laws and regulations, including but not limited to the Beef Promotion and Research Act and the Beef Promotion and Research Order.
2. CBB members will conduct the business affairs of the Board and the Beef Checkoff Program in good faith and with honesty, integrity, due diligence, and reasonable competence.
3. CBB members shall act in the best interest of the Board and the Beef Checkoff Program at all times. While serving on the Board, CBB members shall act as advocates for the Board and its policies, and the Beef Checkoff Program, whenever they are identified as Board members, such as in public forums or meetings, media interviews or other situations where any audience may reasonably infer that the member is acting as a Board representative.
4. CBB members may occasionally have access to CBB facilities, equipment or supplies located at the CBB offices. Limited personal use of CBB facilities, equipment or supplies may be allowed within reason, if such use does not result in additional cost to the Board.
5. CBB may provide electronic communication devices to CBB members to assist in the performance of their responsibilities. All use of such items shall be in compliance with Board policy.
6. CBB members may receive confidential information while performing Board duties. Members shall not disclose or share any information not authorized for release to non-Board Members.
7. CBB members cannot accept money or any other consideration from anyone or any organization for the performance of their duties as Board members.
8. CBB members may accept payment or reimbursement of meals, lodging, transportation or miscellaneous expenses if such payment or reimbursement is provided in conjunction with meetings, conferences or other events directly related to Board business or the CBB member is attending meetings, conferences or other events as a Board representative at the request of the Board.
9. CBB members cannot accept money or any other consideration from anyone or any organization doing or seeking to do business with the Board if it could be reasonably inferred that the payment or other consideration was intended to influence the action of the CBB member while performing Board duties.
10. CBB members shall not make unauthorized commitments or promises of any kind to bind the Board.
11. CBB members shall not give preferential treatment to any private organization or individual while performing their Board duties.

12. If CBB members or immediate family members are engaged in outside employment, business relationships or other activities, including seeking or negotiating for employment, that may conflict with the Board duties and responsibilities, the member is required to disclose the relationship and recuse himself/herself from voting on any related matter to which the member has a conflict. Immediate family is defined as the member's spouse, parents, grandparents, in-laws, siblings or dependent children.
13. CBB members shall direct any complaints involving staff or programs to the CEO first. The CEO will report any complaints to the Chairperson. If the complaint is about the CEO, then the complaint shall be directed to the Chairperson.

Questions regarding this policy should be directed to the CBB CEO.

Suspected violations of this policy should be reported to the CBB CEO. However, if an individual is not comfortable reporting the complaint to the CEO or is not satisfied with the action taken, he or she can contact an AMS representative or USDA's Office of the Inspector General at (800) 424-9121.

## CATTLEMEN'S BEEF BOARD

### ANNUAL ACKNOWLEDGEMENT OF THE BOARD CODE OF ETHICS

To:           Greg Hanes  
                  CEO

As a prerequisite for completing this statement, I have read and understand the Board Code of Ethics.

I, \_\_\_\_\_, a member the Cattlemen's Beef Board (CBB), certify the following: **(please print your name)**

1. I, to the best of my knowledge, do not have any relationships as defined in the Board Code of Ethics that may conflict with my duties and responsibilities to the Board other than those I have disclosed below.
2. I have not violated the Board Code of Ethics.
3. I am not aware of any violations of the Board Code of Ethics.

Exceptions to above should be noted below:

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Board Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CEO Signature: \_\_\_\_\_ Date: \_\_\_\_\_