



## XXXX Organization

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### Policy 310: Board Conflict of Interest

<b>Revision Date:</b>	May 20, 2015	<b>Supersedes:</b>	2010 policy
<b>Board Approval Date:</b>		<b>Next Review Date:</b>	April 2017
<b>Applies to:</b>	Board, staff, volunteers		

#### Purpose:

The Conflict of Interest policy provides guidelines to ensure that the Board, contractors, volunteers and staff are clear about how to handle situations in which an individual has multiple interests which might affect his or her ability to make decisions or to act in the best interest of XXXX.

#### Definitions

- An individual is considered to be in a “conflict of interest” whenever they themselves, or members of their family, business partners or close personal associates, may personally benefit either directly or indirectly, financially or otherwise, from their position.
- A conflict of interest may be “real”, “potential” or “perceived”. The same duty to disclose applies to each situation.
- Full disclosure in itself, does not remove a conflict of interest.

#### Policy/Guideline

Members of the Board, staff and volunteers shall act at all times in the best interests of XXXX rather than personal interests or the interest of a particular group. They will set aside personal self-interest and perform their duties in a manner that promotes public confidence and trust in XXXX and its Board.

No Board member or volunteer shall directly or indirectly receive any profit from her/his position as such.

All Board members, volunteers and employees shall disclose immediately prior to officially joining the XXX, as well as during the course of employment or volunteer engagement, any business, commercial, or financial interest where by such interest may be viewed as a real or potential conflict with their official duties for XXXX.

Failures to disclose such information may result in disciplinary action which may include termination whether the person is a staff member, a Board member or a volunteer.

#### Procedures:

##### How to Deal with Conflict of Interest

The Board member, staff or volunteer must openly disclose a potential, real or perceived conflict of interest as soon as the issue arises.

Any person who is aware of a real, potential or perceived conflict of interest on the part others involved in the XXXX is obligated to raise the issue for clarification, with the Board Chair (for Board members and Board committee members) or with the Executive Director for others.

**Board and Board Committees:**

- If the Board member is not certain whether he/she is in a conflict of interest position, the matter may be brought before the Chair or Board for guidance.
- If there is any question or doubt about the existence of a real or perceived conflict, the Board will determine by vote if a conflict exists. If the Board considers it to be in conflict of interest then it will be classified as such.
- The individual must abstain from participation in any discussion on the matter, shall not attempt to personally influence the outcome, shall refrain from voting on the matter and must leave the meeting room for the duration of any such discussion or vote.
- The disclosure of a conflict of interest, along with the member's abstention from the discussion and vote, will be recorded in the minutes of the meeting.
- A Board member or committee member shall obtain the approval of the Chair before accepting any directorships that might benefit from or conflict with the activities of XXXX.

**Employees and volunteers:**

- If the individual is not certain he/she is in a conflict of interest position, the matter may be brought before the Executive Director or Board for guidance.
- If there is any question or doubt about the existence of a real or perceived conflict, the Executive Director will determine if a conflict exists. If the matter is of a nature that requires a Board opinion, then the Board will determine by vote if a conflict exists with the same process as for the Board and Board committees (above).
- Staff members are advised to refer to the HR Manual for more details on Conflict of Interest

**References:**

- Policy 110: Code of Conduct Policy for Board

**Appendices: N/A**