

CONFLICT OF INTEREST POLICY

The CONFLICT OF INTEREST POLICY is designed as a tool to help Organization assess whether their policies and practices are currently in alignment with the Code of Ethics & Conduct for Organization.

A conflict of interest is defined as an actual or perceived interest by a staff or member of Governing Body and/or General Body in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain. Officers and members are obligated to always act in the best interest of the organization. This obligation requires that any officer or member, in the performance of organization duties, seek only the furtherance of the organization mission. At all times, officers, Staff and members of Governing Body or General Body are prohibited from using their job title or the organization's name or property, for private profit or benefit.

- A. The officers and Staff of the organization should neither solicit nor accept gratuities, favours, or anything of monetary value from contractors / vendors. This is not intended to preclude bona-fide organization fund raising-activities.
- B. No officer or staff of the organization shall participate in the selection, award, or administration of a purchase or contract with a vendor where, to his knowledge, any of the following has a financial interest in that purchase or contract:
 1. The officer or member;
 2. Any member of their immediate family;
 3. Their partner;
 4. An organization in which any of the above is an officer, director or employee;

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5. A person or organization with whom any of the above individuals is negotiating or has an arrangement concerning prospective employment.
- C. **Disclosure**--Any possible conflict of interest shall be disclosed by the person or persons concerned.
- D. **Action**--When a conflict of interest is relevant to a matter requiring action by the Governing Body or by any other competent authority authorised by the Governing body, the interested person(s) shall call it to the attention of the Governing Body or competent authority. In addition, the person(s) shall not participate in the final decision or related deliberation regarding the matter under consideration. When there is a doubt as to whether a conflict exists, the matter shall be resolved by the Governing Body and by competent authority in such matter.
- E. **Record of Conflict**--The official minutes of the Board and competent authority shall reflect that the conflict of interest was disclosed and the interested person(s) did not participated on the matter.