

# GTVCCA Conflict of Interest Policy and Procedures

Policy # *03:*

Date of institution *2021-11-22*

## Objective *:*

This policy will clearly state what constitutes a conflict of interest, and how GTVCCA Board Members and Staff can disclose and handle the situation to avoid or reduce potential conflict.

## Definitions:

**Conflict of Interest:**

An individual is in a conflict of interest when they exercise an official power, duty, or function that provides an opportunity to further their private interests or those of their relatives or friends, or to improperly further another person’s private interests.1

## Description of Policy:

GTVCCA Board Members and Staff are responsible for managing the Community Centre in an ethical manner, and as part of their roles, they are to act in the best interests of the Centre and not their personal interests. For Board Members, in particular, the avoidance of conflict of interest is a key legal responsibility which is considered a part of fiduciary responsibility. **2**

Board Members and Staff are expected to disclose all real or potential conflicts of interest.

Conflicts of interest exist where an individual:

* has, or is perceived to have, a personal, family or business interests that might benefit from a decision in which they have been involved in making, or is able to influence those making it.
* is involved with a competing or sister organization that may result in a divided loyalty in the context of making a decision

Voting for or against, or arguing for or against, a particular outcome, may influence a decision. Limiting the options being considered may also influence it. GTVCCA recognizes that not all conflicts of interest are rooted in financial benefit. Examples of possible conflict of interest situations with respect to our Centre include:

* a Board Member has a personal or business relationship with GTVCCA as a supplier of goods or services.
* a Staff Member has a personal or financial relationship outside of the workplace with a client or supplier who they deal with directly as a representative of the Centre.
* GTVCCA is employing someone who is directly related to a Board Member or other Staff

Conflicts of interest are unavoidable and should not prevent an individual from serving as a director or as staff member unless the extent of the interest is so significant that the potential for undue influence is present in a large number of situations.

## Procedure for Handling a Conflict of Interest

1. **Disclosure:**

Members of the Board and Staff have a duty to disclose any personal, family, or business interests or other community involvements that may, in the eyes of another person, influence their judgment. Directors shall disclose conflicts of interest to the Board; the Property Manager to the Board; and Staff members to the Property Manager.

Board Members are expected to disclose potential conflicts, if anticipated, prior to their nomination or election.  Otherwise,they are obliged to disclose them when the circumstances arise. Conflicts should be disclosed to the Board Chair or to the whole Board.

The Board itself may want to disclose specific director conflicts of interest to Members or Staff, where that interest may, in their judgement, affect the reputation or credibility of the organization. Such disclosure may be made in a formal and confidential communication.

2. **Determination of Conflict:**

The Board will assess the presence of a conflict of interest, or the perception of one, and determine what actions, if any, are appropriate to address the situation.

3. **Stepping Out:**

Board Members and staff have a duty to exempt themselves from participating in any discussion and voting on matters where they have, or may be perceived to have, a conflict of interest. In some circumstances they may be asked to step out.

4. **Disclosure:**

Minutes of the Board or other meetings should reflect when a Board Member discloses that they have a conflict of interest and how the conflict was managed. Staff conflicts should be similarly managed.

## Application:

This Policy applies to the GTVCCA Board of Directors and all GTVCCA Staff.

## Annual Review

This policy will be reviewed annually. All Staff and Members will have access to a copy.

| Annual Review Date: | Reviewed By: |
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## References:

1. Conflict of Interest Act of Canada <https://laws-lois.justice.gc.ca/eng/acts/C-36.65/page-2.html#h-92089>)
2. Boardable https://boardable.com/blog/conflict-of-interest-policy/