

## **CONFLICT OF INTEREST POLICY**

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Members of the Board of Directors and staff are expected to reveal any personal, family or business interests that they have, that, by creating a divided loyalty, could influence their judgment and hence the wisdom of decisions. A conflict of interest exists wherever an individual could benefit, disproportionately from others, directly or indirectly, from access to information or from a decision over which they might have influence, or, where someone might reasonably perceive there to be such a benefit and influence.

Examples of possible conflict of interest situations with respect to the organization include:

- A board member has a personal or business relationship with the Organization as a supplier of goods or services or as a landlord or tenant.
- A staff member has a personal or financial relationship with a client of the Organization outside of the workplace.
- The Organization is employing someone who is directly related to a board member or other staff member.

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

### **Procedure for Handling Conflicts of Interest**

1. Members of the Board and staff have a duty to disclose any personal, family, or business interests that may, in the eyes of another person, influence their judgment.
2. The Board as a whole has a duty to disclose specific conflicts of interests to members, staff and external stakeholders where that interest may, in their judgment, affect the reputation or credibility of the NPIC/QAS, and to disclose the Board's procedure for operating in the presence of such conflicts.
3. 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 as having, a conflict of interest. Such exemptions should be recorded in minutes of meetings.
4. Any business relationship between an individual (or a company where the individual is an owner or in a position of authority) and NPIC/QAS, outside of their relationship as a Board or staff member must be formalized in writing and approved by the Board.