

United Native Friendship Centre Conflict of Interest Policy

Created: February 2007

Revised: March 2011

Purpose

Because our work, personal and community activities are often intertwined, conflicting interests are a normal part of community life. Therefore, members of the Board of Directors are expected to reveal any personal relationships, business or other interest they have which could influence their judgment and hence the wisdom of Board decisions.

Similarly, staff members are expected to reveal any relationships or interest they have which could influence their personal judgment on the job or otherwise undermine the integrity and reputation of the UNFC.

Scope

This policy applies to all Board, staff, or volunteer member of the United Native Friendship Centre.

Definitions

Conflict of interest occurs where a Board member or staff person has, or is perceived to have, a divided loyalty. A conflict of interest may arise at any time.

“Direct Conflict of Interest” is a situation in which Board, staff, volunteer or family member stands to directly benefit from a decision they are in a position to influence or in which their ability to act fairly, impartially and without bias is limited.

“Indirect Conflict of Interest” is a situation in which the Board, staff, volunteer or family member stands to benefit indirectly from a decision they are in a position to influence or in which their ability to act fairly, impartially and without bias is limited.

“Perceived Conflict of Interest” is any situation which would cause some debate about whether a conflict of interest is present. This can be as destructive to the reputation and credibility of the UNFC as direct or indirect conflicts.

These conflicts include financial or other interests, such as situations in which the person is a party to a material interest, contract or transaction with the Centre. Situation in which a person may act unfairly could be in a hiring process, voting at Executive, Board or Annual meetings, staff supervision, equal access to programs, etc.

As well, Board, staff, volunteer or family members may not knowingly take advantage of, or benefit from information that is obtained in undertaking their responsibilities and that is not generally available to the public.

Situations in which a person may act unfairly in this circumstance include supporting an allocation or program being directed to their local Friendship Centre, or not putting the UNFC's interests first when they are dealing with another group or agency. After leaving their position, Board, staff, volunteers or family members may not take improper advantage of the previous position with the organization.

Children at work must be approved by the Executive Director or Program Director.

For the purposes of this document, the term "family member" includes spouses (including common law and same-sex partner), parents, grandparents, children, siblings, spouses of these relations, or people not related but resident in the same home.