**Conflict of Interest Policy**

## PRINCIPLES OF CONDUCT

Portage la Prairie Community Revitalization Corporation (PCRC) is committed to conducting its affairs with integrity, impartiality, and efficiency. To achieve this goal, the board, staff, and volunteers associated with PCRC must conduct themselves with a high standard of honesty and loyalty.

It is a requirement to their involvement with PCRC that board members, staff, and volunteers must declare a potential or existing conflict of interest at the earliest opportunity. It is expected that the board, staff, and volunteers conduct themselves with a personal and professional integrity, and protect the interests of PCRC.

## APPLICATION OF GUIDELINES

These guidelines apply to all staff and volunteers of PCRC, including the following:

1. All paid staff (“Staff”); and
2. All volunteers including members of the Board of Directors, community members of committees of the Board, volunteers in a supervisory role, and other volunteers as deemed necessary by the Board of Directors (“Volunteers”).

The purpose of the policy is to prevent the personal interest of board members, staff, and volunteers from interfering with the performance of their responsibilities, or resulting in personal, financial, professional, or political gain on the part of such individuals at the expense of PCRC’s members, supporters, and other stakeholders.

PCRC expects its board members, employees, and volunteers to maintain high standards of integrity, impartiality and ethical conduct. Individuals must be constantly aware of the need to avoid situations that might result either in actual, potential or perceived misconduct or conflicts of interest and to conduct themselves in a manner which commands the respect and confidence of their fellow citizens.

**Definition:**

Conflict of Interest means a conflict, or the appearance of a conflict, between the private interests (employment, business or personal) and official responsibilities of a person in a position of trust. Persons in a position of trust include board members, staff, and volunteers of PCRC.

A conflict of interest will arise whenever an individual’s private interests clash or have the potential to clash with his or her duties, loyalty and responsibility to PCRC. In these guidelines, personal interest includes commercial and/or financial interests.

A conflict of interest is any situation in which a board member, staff or volunteer’s employment, business or personal interest results or appears to result in an improper material interest or an advantage by virtue of the individual’s position; or an interference with the objective exercise of the person's duties.

A material interest includes any matter or situation where a board member, staff or volunteer as a direct or indirect financial or other interest beyond the interest of an ordinary citizen.

Given the range, complexity, and unique nature of PCRC’s activities, it is not possible to outline all conflict of interest situations.

**POLICY AND PRACTICES**

The following list represents guidelines for staff and volunteers of PCRC. These sections are not intended to represent an exhaustive list of circumstances requiring care, and any event not specifically considered in these guidelines should be settled in accordance with the general principles of conduct outlined.

1. Full disclosure, in writing, shall be made by the interested parties to the Executive Committee of the Board of Directors with a copy to be sent to the Executive Director in all situation of conflicts of interest, including, but not limited to the following:
2. A board member is related to another board member or staff member by blood, marriage or domestic partnership.
3. A staff member in a supervisory capacity is related to another staff member whom she/he supervises.
4. A board member or their organization stands to benefit from a transaction or a staff member of such organization receives payment from PCRC for any subcontract, goods, or services other than as part of her/his regular job responsibilities, or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy.
5. A board member's organization receives grant funding from PCRC.
6. A board member or staff member is a member of the governing body of a contributor to PCRC.
7. A volunteer working on behalf of PCRC who meets any of the situations or criteria listed above.
8. At the first meeting of the new Board of Directors following the PCRC’s Annual General Meeting, each board member will offer a self-introduction that includes their connections to the community through work and volunteer commitments to identify any possible conflicts that may arise.
9. Board meeting agendas will include a standing item: Declaration of Potential Conflict. Once board members have reviewed the agenda, this standing item will allow a board member to declare any potential conflicts given the business on that meeting’s agenda.
10. Where a Board member is unsure whether any conflict of interest may exist, it is his/her responsibility to seek clarification from the Board of Directors. A Board member shall disclose in writing to the Board of Directors, or request to have entered in the minutes of meetings of the Board of Directors, the nature and extent of his/her interest.
11. The Board of Directors shall decide by majority vote of other members at the meeting whether a perceived or actual conflict of interest exists in the case of a Board member.
12. Where a staff member is unsure whether a conflict of interest may exist, it is his/her responsibility to seek clarification from the Board of Directors.
13. Where a conflict of interest has been found to exist, the board member, staff, or volunteer, if necessary, will be required to take steps to avoid the conflict of interest. As well, where a perceived or potential conflict situation may exist, the board member, staff, or volunteer will be provided with advice on what steps need to be taken to remove the perception of or the potential for a conflict of interest.
14. No Board member shall be present during any discussions of the Board or vote on any matter where it has been decided that a material interest exists. The minutes of the Board meeting shall in each case record the member's disclosure of interest and the fact he/she took no part in the discussion or decision. In addition, the Board member must refrain from attempting, directly or indirectly, to influence the decision of the Board.
15. Board members who work or volunteer with community organizations that that may benefit from decisions made by the PCRC Board of Directors will declare the conflict and absent themselves from the discussion and decision-making process related to that organization’s business with PCRC.
16. A Board member or Committee member who is formally considering employment with PCRC must resign their position from the Board of Directors.
17. A community member who could have potential influence over PCRC’s funding or over decisions that affect PCRC’s status, or who could benefit directly from decisions made by the PCRC Board of Directors may not hold an official position on the Board of Directors. Examples of this type of role would be a politician whose constituency includes the City of Portage la Prairie, individuals who work for such a politician, or the representatives of a PCRC funder.
18. Anyone in a position to make decisions related to spending PCRC’s resources (i.e., transactions such as purchases contracts) and who also stands to benefit from that decision has a duty to disclose that conflict as soon as it arises (or becomes apparent); s/he should not participate in any final decisions.
19. A copy of this policy shall be given to all Board members, staff members, volunteers, and other key stakeholders upon commencement of such person's relationship with PCRC. Each board member, officer, staff member, and volunteer shall complete and sign the Conflict of Interest Declaration annually.
20. A board member, staff, or volunteer who disputes application of this policy may appeal the outcome to an independent arbitrator agreed to by both parties. A board member, staff, or volunteer may have a representative present at the appeal.
21. Departure from any of these rules by Board members, without the specific prior approval of the majority of Board members, may be cause for dismissal from the Board. Departure from any of these rules by employees, without the specific prior approval of a Board of Directors, or Board's delegate, may be cause for disciplinary action.

**Conflict of Interest Declaration**

**To be signed by Portage Community Revitalization Corporation (PCRC) Board members and employees annually.**

I have read and understand the Conflict of Interest Policy.

I have carefully reviewed my own situation in light of this policy and: (check the appropriate box)

* To the best of my knowledge and belief, I am involved in no situation or action that might be regarded as a potential conflict of interest with my duties.
* It appears that I am involved in some situations or actions that may be regarded as a potential conflict of interest with my expected duties and responsibilities. Details of each of these situations and/or actions are as follows:

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I agree to notify the PCRC Board of Directors and/or Executive Director, immediately if any new situations or actions develop that might be regarded as a potential conflict of interest with my duties as a Board member or employee.

Information obtained by PCRC Board members or employees in connection with PCRC business shall, under no circumstances, be used or disclosed for another activity, unless or until such information is made public. All personal applicant information disclosed during PCRC business shall be kept in strict confidence.

I agree to be bound by the provisions of the Conflict of Interest Policy.

**Board Member / Employee:**

Name (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_