



### Application

This policy applies to all Workers and Board Directors of First Nations Advocates Against Family Violence (“FNAAFV”).

This policy applies to all Workers and Board Directors of FNAAFV in all facets of their engagement, including, but not limited to, while Workers are in the workplace or off site, at work-related functions (including social functions and celebrations), in company vehicles, while on work-related trips and while attending work-related conferences.

### Definitions

<b>“Board Director”</b>	means a member of the board of FNAAFV.
<b>“Worker”</b>	means all staff (full-time, part-time, casual, permanent or temporary), contract or commission workers and volunteers, vocational and work experience placements at FNAAFV.

### The Policy

#### *Generally*

A conflict of interest may occur if a financial interest or a relationship influences or appears to influence the ability of a Board Director or Worker to exercise objectivity. FNAAFV places great importance on making clear any existing or potential conflicts of interest. All such conflicts of interest shall be declared by the member concerned. All financial conflicts of interest, as defined by statute, shall be documented in the Board’s Conflict of Interest Register.

Further, all Board Directors must declare any related parties that they are associated with and fill out the Board’s Related Party Register.

Where a Board member or Worker has an actual or perceived financial conflict of interest, as defined by statute, that Board member shall not initiate or take part in any Board discussion on that topic (either in the meeting or with other Board members before or after the Board meetings), unless expressly invited to do so by unanimous agreement by all other members present.

#### **For the Board Only:**

- (a) Where a Board member or has an actual or perceived financial conflict of interest, as defined by statute, that Board member shall not vote on that matter.
- (b) Where a Board member has an actual or perceived conflict of interest related to their relationship with an employee or volunteer of the organisation, or any other person having dealings with the organisation, that Board member shall not initiate or take part in any Board discussion on that topic (either in the meeting or with other Board members before or after the Board meetings), unless expressly authorised to do so by the Board.
- (c) Where a Board member has an actual or perceived conflict of interest related to their relationship with an employee or volunteer of the organisation, or any other person having dealings with the organisation, that Board member shall not vote on that matter, unless expressly authorised to do so by the Board.



- (d) The Board may further supplement the definition of conflict of interest from time to time if it so wishes, and may specify the procedures to apply in such cases.
- (e) Board members are not barred from engaging in business dealings with the organisation, provided that these are negotiated at arm's length without the participation of the Board member concerned.
- (f) A Board member who believes another Board member has an undeclared conflict of interest should specify in writing to the Secretary the basis of this potential conflict.

### *Processes*

Before a Board Member or Worker begins his or her service with the organisation, they shall file a list of their principal business activities, as well as involvement with other charitable and business organisations, vendors or business interests, or with any other associations that might produce a conflict of interest. This information should be documented in the Conflict of Interest Form.

### **For Board Members Only:**

- (a) Board members shall also file with the Secretary notification of any relationships between themselves and any employee or volunteer of the organisation, or any other person having dealings with the organisation that might reasonably give rise to the perception of a conflict of interest.
- (b) Further, Members shall declare any conflicts of interest of which they become aware either at the start of the Board meeting concerned or when a relevant issue arises. The nature of this conflict of interest should be entered in the meeting minutes. The nature of the conflict of interest should also be documented in the Conflict of Interest Form.
- (c) Where a conflict of interest or potential conflict of interest, as defined below, is identified and/or registered, the Board member concerned shall leave the room as soon as that item comes up for discussion. The concerned Board member shall not vote on that issue, nor initiate or take part in any Board discussion on that topic (either in the meeting or with other Board members before or after the Board meetings), unless expressly invited to do so by unanimous agreement by all other members present. The Board Member's abstinence should be recorded in the meeting minutes.
- (d) If a person declares themselves to have an existing or potential conflict of interest, confidentiality will be respected. If a person alleges that another person has a conflict of interest, whether existing or potential, and that person does not agree, and if the Board cannot resolve this allegation to the satisfaction of both parties, the matter shall be referred to the CEO. The CEO will make a recommendation to the Board as to what action shall be taken.
- (e) "Conflict of interest" is defined as applying in accordance with the statute, where a Board member stands to gain financially from any business dealings, programs or services of the organisation, other than where:
  - a. the Board member falls into the class of people benefited by the organisation and the financial gain is of a nature common to other beneficiaries, or
  - b. the person is an employee of the organisation, and the financial gain is of a nature common to other employees.
- (f) If the organisation has by-laws, "conflict of interest" is defined under the by-laws where:
  - a. the immediate family or business connections of a Board member, or any person with whom the Board member is in a close relationship, stands to gain financially from any business dealings, programs or services of the organisation.
  - b. the person is an employee of the organisation,
  - c. a Board member or the ex-officio member of the Board has a role on the governing body of another organisation, where the activities of that other body may be in direct conflict or competition with the activities of FNAAFV.



- (g) “Close relationship” is defined as any relationship that might reasonably give rise to an apprehension that the Board member might place the interests of the other party above the interests of the organisation.

### Disciplinary Action

Disciplinary action may be taken by FNAAFV against any Worker or Board Director found to have breached this policy. Action taken will be appropriate to the breach and may result in the termination of the Worker’s employment or the Board Director’s appointment.

### Related Policies

- Employee Handbook **OR** Board of Directors Handbook as appropriate
- Policy 01 – Employee Code of Conduct
- Policy 09 – Disciplinary and Termination Policy

### Review

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Every 2 years	Chief Executive Officer	Chief Executive Officer