

# THE PRIMATE'S WORLD RELIEF AND DEVELOPMENT FUND

## **Conflict of Interest Policy**

### 1. Purpose

1.1. Consistent with PWRDF's "pledge to maintain relationships and 'ways of working' that are accountable and transparent", all members of the Board of Directors have a duty to ensure that the trust, confidence, and integrity of their decision-making process is maintained by ensuring that they are free from conflict or potential conflict in their decision-making, and to fully understand their obligations when a conflict of interest or potential conflict of interest arises.

### 2. Application

2.1 This policy applies to all directors of PWRDF including ex-officio directors, diocesan representatives and all non-board members of PWRDF committees hereinafter known as the Voting Members.

### 3. Policy

#### *General*

3.1. In carrying out their obligations, Voting Members shall avoid situations in which they are or may be in a position of a conflict of interest.

3.2. PWRDF by-laws contain provisions with respect to conflicts of interest that must be strictly adhered to.

3.3. In addition to PWRDF by-laws, the guidelines set out in this policy shall be followed whenever a conflict does or may arise.

#### *Definition and Examples of a Conflict of Interest*

3.4. A conflict of interest is a situation in which an individual has competing interests or responsibilities and is therefore required to make a decision favouring one of those interests or responsibilities, which could be to the detriment of PWRDF.

3.5. Although it is impossible to exhaustively state the situations in which a conflict of interest, real or perceived, may arise, the following are situations in which a conflict of interest, real or perceived, may exist:

3.5.1. Where there is a potential for the Voting Member in question or a close associate of that individual to benefit from a hiring decision, the issuance of a grant, or the signing of a contract, or

3.5.2. Where the Voting Member or close associate of that individual is offered a gift of more than nominal value, including but not restricted to an honoraria or the payment of travel expenses, or

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3.5.3. Where the Voting Member or close associate of that member is a staff or board member of another Canadian development agency.

### 4. Guidelines

#### *Declaration of a Conflict of Interest*

4.1. Voting Members of PWRDF must declare any real or potential conflict of interest.

4.1.1. This disclosure must be made at the earliest possible time, and

4.1.2. It must be made prior to any part of the discussion or decision-making process.

#### *Resolving a Conflict of Interest—Declared by Voting Member about Him/Herself*

4.2. Where a real or potential conflict of interest is declared by a Voting Member, the Board shall determine the appropriate course of action by a majority vote considering the following alternatives. The Voting Member who declared a real or potential conflict of interest should:

4.2.1. Leave the room for the discussions and the decisions,

4.2.2. Remain in the room but not participate,

4.2.3. Remain in the room, participate in discussion, and declare her/his conflict each time s/he takes part,

4.2.4. Remain in the room and participate fully, or

4.2.5. Disassociate from decisions or discussions completely for a period of time.

#### *Resolving a Conflict of Interest—Declared by a Voting Member*

4.3. Where a Voting Member believes that a Voting Member of PWRDF is in a situation of actual or potential conflict of interest and the matter cannot be resolved informally, the following process shall be followed:

4.3.1. Refer matter to the president or where the issue involves the president, to the vice-president, with notice to the president,

4.3.2. The president (or vice-president as the case may be) shall refer the matter to an ad-hoc sub-committee of the board established by the chair who shall report to the board.

4.3.3. Where the matter is referred to a sub-committee, that committee should determine the appropriate course of action by a majority vote by considering the following alternatives outlined from 4.2.1. to 4.2.5.

#### *Record of Declaration and Proceedings*

4.4. The declaration of an actual or potential conflict of interest and the continued involvement or lack of involvement by that Voting Member shall be documented in the minutes.

### **Amendment**

This policy may be amended by the Board of Directors of PWRDF.

**Approval Date:** November 1, 2012

**Last Review Date:**