

POLICY REGARDING CONFLICT OF INTEREST FOR NSCP DECISION MAKERS

PREAMBLE/OVERVIEW

The purpose of this document is to assist individuals who make decisions on behalf of the NSCP. While many of us are familiar with the Code of Ethics that relates to our professional role, this document highlights those issues related to the organizational and decision making operation of the NSCP.

The document aims to assist individuals making decisions on behalf of NSCP to identify where questions of ethical conduct may arise and to provide a process to manage them and this protects both the individual and the NSCP. It is an important safeguard that fair and due process be in place before it is needed.

AFFILIATION

While in most situations an individual's affiliation with other organizations should be of no consequence to the best interests of NSCP, the principles outlined below will be used to record potential and perceived conflict of interest.

Individuals who make decisions on behalf of NSCP will:

- 1) be in good standing with the College
- 2) decline or resign membership in any organization whose aim and objectives are in conflict with those of NSCP.

CONFIDENTIALITY

NSCP values the principles of openness and transparency. At issue is the degree of confidentiality required in its discussions and decisions. The degree of confidentiality must balance the need to be accountable to the public. Discussions within meetings shall remain confidential – meeting notes and minutes shall not be circulated beyond participants until approved by the NSCP for circulation. Confidentiality declaration shall be completed- See Appendix 1.

CONFLICT OF INTEREST

The decisions made on behalf of NSCP should not be compromised by the real or potential conflicts of a decision maker. Conflict of interest is broadly defined as a situation in which an individual making a decision could be influenced or perceived to be influenced by their personal, financial, business or other concerns, which are not in the best interests of NSCP.

- An individual shall not use his/her position with NSCP or knowledge gained therein in such a manner that a conflict between the interests of NSCP and his/her personal interests arises;
- The interest of NSCP must come foremost;
- NSCP prohibits the conduct of personal business between individuals making decisions on behalf of NSCP except when approved and based on documented policy;
- If an individual making decisions on behalf of NSCP has an interest in a proposed decision or transaction of NSCP in the form of a significant personal financial interest or in any organization involved in the decision, or holds the position in any such organization, he or she must disclose that conflict of interest and withdraw before any or negotiation of such decision.

AVOIDING CONFLICT OF INTEREST

To assess the potential for conflict of interest in any set of circumstances an individual should reflect on the answers to two questions:

- 1) Am I able to act impartially?
- 2) Would a reasonably informed person with access to the same information also be confident that the relationship would not impact negatively on my ability to act impartially?

If your answer to either question is 'no' then you should decide a conflict of Interest. If you are uncertain seek advise of Chairperson who in order to not involve themselves, may refer to legal counsel.

Individuals who are in conflict of interest shall not participate in a decision or be present for the discussion or vote related to the item on which they are conflicted, where a conflict of interest has been declared.

RESPONSIBILITY

All Board members will be oriented to this guideline as soon as possible after their appointment and prior to participating in their first formal meeting. They are required to review this guideline and sign the confidentiality agreement.

If one individual perceives that another has breached the policy, he/she is responsible for discussing that perceived breach directly with the affected individual. If a corrective action is planned than the perceived breach should be reported to the Executive Director, unless the individual in breach is the Executive Director, then it should be reported to the Chairperson.



CONFIDENTIALITY AGREEMENT

I agree to the following:

- I understand that some of the NSCP business is confidential in nature;
- I will ensure to the best of my abilities the confidentiality and security NSCP information and materials;
- I understand that I am bound by the obligations of confidentiality in information gathering, processing, and in decision making, now and after I cease to be actively involved;
- I declare that I do not have any known conflicts of interest that prevent me from carrying out my duties;
- I further agree to declare a potential conflict even if I become aware of the conflict after decision has been made.

Signed: _____

Dated: _____

Witnessed: _____