

IDENTIFICATION AND MANAGEMENT OF CONFLICTS OF INTEREST POLICY

PURPOSE:

It is in the best interest of OPIRG McMaster to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest. This conflict of interest policy is designed to help the Board of Directors and OPIRG Staff identify situations that present potential conflicts of interest and to provide OPIRG McMaster with a procedure to appropriately manage conflicts in accordance with the Board, Staff, and Volunteer rights and responsibilities.

DEFINITIONS:

Conflict of Interest: In this policy, a person with a conflict of interest is referred to as an “interested person.”

Interested person: Any person who is affiliated with a club or event who is also serving as an officer, employee, or member of the Board of Directors of OPIRG McMaster who has a personal interest that is

1. in conflict with the interests of OPIRG McMaster, or
2. a stakeholder of the OPIRG McMaster Working Groups, or
3. a receiver of funding and support or
4. a family member of an employee, Board Member, or Volunteer

For purposes of this policy, the following circumstances shall be deemed to create a Conflict of Interest:

1. A director, employee or volunteer has a material financial interest in a transaction between OPIRG and an entity in which the director, officer, employee or volunteer, is a director, executive, club member, employee, or personal representative.
2. A director, employee or volunteer has an interest in the decision of endorsing a certain club or event in which the director, employee or volunteer has an active presence within

Other situations may create the appearance of a conflict, or present a duality of interests in connection with a person who has influence over the activities or finances of OPIRG McMaster. All such circumstances should be disclosed to the board or staff, as appropriate, and a decision made as to what course of action the organization or individuals should take so that the best interests of the organization are not compromised by the personal interests of stakeholders in it.

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PROCEDURE:

1. Prior to Board of Director action on a Contract or Transaction involving a Conflict of Interest, the member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting. If board members are aware that staff or other volunteers have a Conflict of Interest, relevant facts should be disclosed by the board member or by the interested person him/herself if invited to the board meeting as a guest for purposes of disclosure.
2. A director or committee member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the facilitator of the meeting all facts material to the Conflict of Interest. The facilitator shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
3. A person who has a Conflict of Interest shall not participate in or be permitted to hear the board's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
4. A person who has a Conflict of Interest with respect to a Contract that will be decided on at a meeting and will consequently, not be counted in determining the presence of a quorum for purposes of the decision.
5. The person having a Conflict of Interest may not decide on the Contract and shall not be present in the meeting room when the decision is taken. Such person's ineligibility to make a decision shall be reflected in the minutes of the meeting.

In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the Board who shall determine whether there exists a Conflict of Interest that is subject to this policy.

If a Conflict of Interest is not disclosed by the interested person and if said interest is later found; the interested person(s) is required to

1. Disclose all facts of interest to the Board of Directors including as to why the conflict of interest was not revealed by them
2. Not be able to participate or be permitted to hear the board's discussion on the matter
3. Be prepared to submit a resignation from OPIRG McMaster Board of Directors, if the effects of a decision made prior to the revealing of a conflict of interest has significant impact on potential funding or endorsement for a group or club.

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REVIEW OF POLICY:

Each Board of Director and Staff shall be provided with and asked to review a copy of this Conflict of Interest Policy and to acknowledge in writing that he or she has done so. (see template form)

- Annually each Board of Director, employee and volunteer shall complete a disclosure form identifying any relationships, positions or circumstances in which she/he is involved in that he or she believes could contribute to a Conflict of Interest.
- This policy shall be reviewed annually by each member of the Board of Directors.
- Any changes to the policy shall be communicated to all staff and volunteers.

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BASIC CONFLICT OF INTEREST DISCLOSURE FORM

Date:

Name:

Position (Staff/Board of Director):

I have no conflict of interest to report:

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), decision making capacity within an organization or circumstances that you believe could contribute to a Conflict of Interest between OPIRG McMaster and your personal interests, financial or otherwise:

I have the following conflict of interest to report:

- 1.
- 2.
- 3.

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of OPIRG McMaster.

Signature:

Date:

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