



# THE FRIENDS OF PRESQU'ILE PARK

## POLICIES & PROCEDURES

**Policy Name:** CONFLICT OF INTEREST

**Reference:** 003

**Effective Date:** May 25, 2013

**Revision Date:**

---

### POLICY

The Friends of Presqu'ile Park want to ensure that all members, volunteers and employees act at all times in accordance with its Principles and Values by being aware of and managing any conflicts of interest and the appearance of conflict of interest. Any relationships with other volunteers, family members, community organizations or businesses, must be undertaken strictly for the benefit of The Friends of Presqu'ile Park.

The conflict of interest policy is designed to help directors, officers, employees and volunteers identify situations that present potential conflicts of interest and to provide a procedure to appropriately manage conflicts in accordance with legal requirements, Ontario Parks Agreements (Article 3g) accountability and transparency. The Board Chair will be responsible for the implementation and monitoring of this policy.

### DEFINITIONS

Examples of conflict of interest will include, but are not limited to the following:

- Having a vested interest either personally or through a family member, in an external business that may provide materials or service to the organization.
- Having a material financial interest in a transaction between the Friends of Presqu'ile and an entity in which the individual or a family member is a representative.
- Being offered services or materials for personal gain as a result of employment or position with the organization.
- Making use of a position with the organization to solicit services or materials for personal gain.
- Utilizing the organization's equipment, services or materials for an external business.



## THE FRIENDS OF PRESQU'ILE PARK

### POLICIES & PROCEDURES

- Accepting gifts or other favours from individuals or entities where it might be inferred that such an action might influence an individual in the performance of their duties.
- Detailed disclosure requirements are outlined in the Ontario Not-for-Profit Corporations Act 2010 (Bill 65, Section 41)

### PROCEDURES

1. All directors, officers, volunteers and employees are expected to devote their attention to the business of The Friends of Presqu'ile Park and its Vision, Mission, Principles and Values while performing their duties on its behalf.
2. All directors, officers, volunteers and employees will advise the Board or appropriate Chair, prior to engaging in any activity that may be seen as a conflict of interest.
3. Any director, officer, volunteer or employee who discloses a conflict of interest will not participate in any discussion or vote on any matters in which an interest has been declared. The declared conflict will be recorded in the meeting minutes.
4. Any breach of conflict of interest will be investigated immediately and resolved as appropriate.
5. All directors, officers, volunteers and employees who have authority to act on behalf of the Friends of Presqu'ile will confirm in writing that they have received and read this policy and procedure at their first meeting after their appointment. These should be reviewed whenever a change in circumstance such as volunteer position or business activity occurs.
6. Signed statements will be retained on file by the secretary or designate. A copy will be retained by the signee.

-----  
**I have read and understood the Conflict of Interest policy and procedures and agree to abide by them.**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_