

Policy on Conflict of Interest

PURPOSE

Calgary Outlink is a community-based, not-for-profit charity dedicated to providing support, education, outreach, and referrals for the 2SLGBTQIA+ and allied community in Calgary, Alberta. The Conflict of Interest is a statement of essential principles intended to govern the conduct of the organization's Board and staff.

PERSONS AFFECTED

The Calgary Outlink Board of Directors and Staff.

POLICY STATEMENT

1. Members of the Board of Directors shall act at all times in the best interests of Calgary Outlink rather than particular interests or constituencies.
2. Members of the Board shall serve without remuneration.

RESPONSIBILITIES

1. It is the responsibility of the Calgary Outlink Board of Directors to set aside personal self-interest and perform their duties in transaction with the affairs of Calgary Outlink in such a manner that promotes public confidence and trust in the integrity, objectivity and impartiality of the Board.
2. No director shall directly or indirectly receive any profit from a board position.

DEFINITIONS

1. Conflict of Interest:
 - a. Board members are considered to be in a "conflict of interest" whenever they themselves, or members of their family, business partners or close personal relations benefit either directly or indirectly, financially or otherwise, from their position on the Board.
 - b. A conflict of interest may be "real", "potential", or "perceived"; the same duty to disclose applies to each. The type of conflict can only be decided by the board once it has evaluated the specifics of the conflict
 - c. Full disclosure, in itself, does not remove a conflict of interest.

PROCEDURES

1. Board members must openly disclose any potential, real, or perceived conflict of interest as soon as the issue arises and before the Board or its committees deal with the matter. Disclosure can be in through many means, including, but not exclusively:
 - a. Disclosure on the Declaration of Commitment form at the beginning of a term, which is anonymized and circulated.
 - b. During discussion as it is relevant, either to the group or privately to the facilitator. The member will abstain from discussion and decision-making and be absent when the conflict is discussed.
 - c. In-camera after the fact. The member should abstain or excused themselves from discussion once they became aware of a conflict of interest existed.

2. If a Board member is not certain they are in a conflict of interest position, the matter will be brought before the Board for advice and guidance.
3. If there is any question or doubt about the existence of a potential, real or perceived conflict, the Board will determine by vote if a conflict exists. The person potentially in conflict shall be absent from the discussion and vote.
4. It is the responsibility of other Board members who are aware of a real, potential, or perceived conflict of interest on the part of a fellow Board member to raise the issue for clarification, first with the Board member and, if still unresolved, with the Board.
5. The Board member must abstain from participation in any discussion on the matter, shall not attempt to personally influence the outcome, shall refrain from voting on the matter and unless otherwise decided by the Board, must leave the meeting room for the duration of any such discussion or vote.
6. The disclosure and decision as to whether a conflict exists shall be duly recorded in the minutes of the meeting. The time the person left and returned to the meeting shall also be recorded.

REVISION HISTORY

- March 20, 2023.
- March 15, 2021: New Policy extracted from Governance Policy.