

Ingersoll Support Services Inc.

Policy: Conflict of Interest

Policy # F 4

Section: Foundations

Approved by the Board of Directors: *March 19 2009*

Procedure Revision: *May 2012*

Review Date: September 26 2017

Ministry requirement - yes

Every Director, volunteer and employee has an obligation to disclose any direct or indirect personal interest in a contract or proposed contract to Ingersoll Support Services.

Procedure:

1. Definition of Conflict of Interest

A conflict of interest occurs when:

- the Director, volunteer or employee has a direct or indirect financial interest in a contract or a proposed contract with ISSI
- a spouse, child, blood relative or family member of the above has control of the contracting firm or has influence over the firm
- the Director, volunteer or employee has control or influence over the contracting firm

2. Declaration of the Conflict of Interest

The Director, volunteer or employee upon realizing that a conflict of interest exists must:

- inform the Executive Director as soon as possible
- if attending a meeting - staff, board, committee or any organization meeting - when the conflict becomes apparent, the employee must disclose the conflict at the beginning of the meeting
- once the conflict is disclosed, the Director, volunteer or employee will not take part in any discussion or consideration of the contract or proposed contract

3. If the Director, volunteer or employee is absent from the meeting or becomes aware of the conflict of interest following the meeting, they will inform the Executive Director and/or comply with the making of a declaration of the conflict at the next meeting attended.

4. If the Director, volunteer or employee fails to declare their conflict of interest in a contract, appropriate remedial and/or disciplinary action will occur.