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| **LANARK COUNTY COMMUNITY JUSTICE PROGRAM** | Policy #1.04 |
| SECTION: OPERATIONS | DATE: March 2022 |
| SUBJECT: **Conflict of Interest** | HISTORY:  New Policy March 2005  Revised November 2015 |
| **Purpose:** LCCJ recognizes that board members, employees, and volunteers have diverse professional and financial interests. The purpose of this conflict-of-interest policy is to protect the interests of LCCJ by:   * Preventing the personal interest of board members, employees, and volunteers from interfering with their obligation to act in the best interest of the organization. * Avoiding any unethical financial, professional, or political gain on the part of such individuals. * Supplementing, not replacing, applicable federal or provincial regulations, and funding agreements regarding conflicts of interests *as they apply to LCCJ*. * Raising awareness, encouraging disclosure and discussion of anything that MAY be a conflict, and constantly encouraging a “culture of candor.” | |
| **Definitions:**  A conflict-of-interest situation exists when any person who has the capacity to influence the LCCJ’s decisions, has an outside commitment, significant relationship, or financial interest that actually, potentially or may be perceived to interfere with the LCCJ’s objective, unbiased, and impartial judgement relating to its activities, the use of its funds or both.  Conflicts can be nuanced and may have more to do with a “duality of interests” than a financial conflict.  A significant relationship is not only defined by blood or living arrangements but may include anyone with whom there is a significant emotional or financial relationship. | |
| **Policy:**   1. Board and committee members may not have a significant relationship with employees. 2. Any conflict of interest that may arise in the day-to-day business of Lanark County Community Justice must be declared immediately and the following procedure followed. | |
| **Procedure:**   1. Decision makers must immediately declare any conflicts of interest, actual, potential, or perceived. 2. The person concerned must excuse themself from all discussion of the matter and may not participate in any way in decision-making on the conflicted issue. Lobbying is not permitted. 3. Any discussion or decision concerning conflicts of interest must be recorded in the minutes. 4. All decisions relating to LCCJ must be based on the best interest of the organization, and not on personal gain, personal loyalties, or friendship. 5. The Board will review any failure to disclose a conflict of interest and take disciplinary action up to and including removal of the offender from their office. 6. The Nominating Committee must take this policy into consideration when accepting applications for future board members. Contentious decisions may be referred to the board for a final decision. 7. Board or committee members, employees and volunteers will complete and sign a conflict-of-interest disclosure statement upon becoming an employee, board member or volunteer, or as requested by the Board of Directors. 8. This policy will be reviewed annually by the board following a discussion highlighting possible examples of conflict of interests to ensure full understanding of the importance of this policy. | |

**Conflict of Interest Disclosure Statement**

By signing below, I affirm that:

1. I have received and read a copy of the Conflict-of-Interest Policy.
2. I agree to comply with the policy.
3. I have no actual or potential conflicts as defined by the policy or if I have, I have previously disclosed them as required by the policy or am disclosing them below.

Disclose here, to the best of your knowledge:

1. any entity in which you participate (as a director, officer, employee, owner, or member) with which LCCJ has a relationship.
2. any transaction in which LCCJ is a participant as to which you might have a conflicting interest; and
3. any other situation which may pose a conflict of interest.

Name:

Position:

Signature:

Date: