FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

POLICY: **FVI CONFLICT OF INTEREST: BOARD, STAFF AND VOLUNTEERS**	PAGE 1 of 5	POLICY NO: GEA-006
	DATE ISSUED: February 2022	PREVIOUS POLICY DATE/NAME: November 3, 2016; September 28, 2011 BDA01-20; HR03-90
		RELATED DOCUMENTS: Conflict of Interest Form
APPROVED BY: Board of Directors	DISTRIBUTION: Board Policy	

PURPOSE:
The purpose of a Conflict of Interest (COI) policy is to protect Family Visions Inc., Board of Directors, Staff/Employees and Volunteers from unethical behaviour and possible other actions such as fraud and bribery which can create illegal situations and jeopardize the well-being of the organization legally and credibly in the community.

DEFINITIONS:
A "conflict of interest" is any situation in which a Board member, Staff/Employee and Volunteer of Family Visions Inc. has an employment, business or personal interest, which results or appears to result in:

(i) an improper material interest or an advantage by virtue of the person's position; or
(ii) An interference with the objective exercise of the person's duties.

A material interest includes any matter or situation where a Board member or employee has a direct or indirect financial or other interest beyond the interest of an ordinary citizen.

"Board" means the Governing Board of the Agency.

"Director" means a person who donates their time to serves as a member of the Board.

"Staff/Employee" means any person in the employment of Family Visions Inc.

"Volunteer" means an individual who contributes support to Family Visions Inc. with no monetary return other than their time, satisfaction and support of Family Visions Ins.

"Material Interest" means any matter/situation where a Director has a direct or indirect financial or other interest beyond the interest of an ordinary citizen.

"Relative" means including cousins and all others being of equal or closer relationship.

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POLICY:
The Boards of Directors, Staff/Employees and Volunteers of Family Visions Inc. (FVI) are required to adhere to high standards of integrity, impartiality and ethical conduct. FVI Board members and employees must be constantly aware of the need to avoid situations, which might result in either actual, potential or perceived misconduct or conflicts of interest, and to conduct themselves in a manner that commands the respect and confidence of their fellow citizens.

This policy, including disclosure requirements, applies to all members of the Boards of Directors, Staff/Employees and Volunteers of Family Visions Inc.

The policy and guidelines contained herein are intended to complement the provisions of relevant legislation, collective agreement, rule or statement that applies to Boards of Directors, Staff/Employees and Volunteers of Family Visions Inc. In the event of a conflict, relevant legislation shall govern and supersede this policy.

PROCEDURE:
1. All Family Visions Inc. Board of Directors, Staff/Employees and Volunteers shall sign a Conflict of Interest form upon immediately joining the Board, beginning employment and/or becoming a FVI volunteer.
2. All Board of Directors at the first board meeting following the Annual General Meeting: all Staff/Employees and/or Volunteers at the beginning of Family Visions Inc. fiscal year will sign a Conflict of Interest form.
3. In addition, Conflict of Interest forms are required to be updated immediately, by any Board Director, Staff/Employees and Volunteers where an actual potential or conflict situation arises where none existed previously; or a change occurs which alters the nature or degree of the conflict, subsequent to a declaration being made.
4. All Conflict of Interest forms will be kept on file until the Board Director, Staff/Employee or Volunteer leaves Family Visions Inc.

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5. Where a conflict of interest has been found to exist, the Board Director, Staff/Employee and/or Volunteer will be required to take steps to avoid the conflict of interest. As well, where a perceived or potential conflict situation may exist, the Board Director, Staff/Employee and/or Volunteer will be provided with advice from the ED and/or Executive Committee on what steps need to be taken to remove the perception of or the potential for a conflict of interest.
6. Where a Board Director, Staff/Employee and/or Volunteer is unsure whether any conflict of interest may exist, it is his/her responsibility to seek clarification from the Executive Director, the Executive Committee and/or Board of Directors as necessary.
    i) In this case, the Board member or Staff/Employee and/or Volunteer shall disclose in writing to the Executive Committee Board of Directors, the nature and extent of his/her interest. This is opportunity to provide their position as to whether they perceive there is a conflict or not.
    ii) The Executive Committee of the Board of Family Visions Inc. will decide by a majority rules vote whether a perceived or actual conflict of interest exists in the case of a Board member.
    iii) If the Executive Committee of the Board cannot decide, the matter shall be referred to the full Board for decision.
    iv) If the Board of Directors cannot decide if there is a conflict of interest, the matter shall be referred to legal counsel for an opinion.
7. No Board Director, Staff/Employee and/or Volunteer shall participate in negotiations, decision-making or activities where it has been decided that a material interest exists.
8. No conduct of private business or personal services will occur between any Board Director, Staff/Employee, and Volunteer and Family Visions Inc. except as controlled by Board bylaws and policy in order to ensure openness, transparency, competitive opportunity and equal access to “inside” information.
9. Board Directors, Staff/Employee and/or Volunteers must not unfairly use their positions to obtain employment within Family Visions Inc. for themselves, family members, relatives, or associates.

10. If a Board Director and/or Volunteer applies for a position, they are required to suspend their activity. If a Board Member is accepted for employment with Family Visions Inc. they will resign from their volunteer position immediately.

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11. If a conflict arises during a Board of Directors meeting:
    a. The conflict of interest should be disclosed immediately
    b. The meeting chairperson will determine any conflict of interest and/or any perception of a conflict of interest and determine the next steps.
    c. The Board Director, with the perceived conflict, will refrain from attempting, directly or indirectly, to influence the decision of the Board.
    d. If the conflict of interest is determined, the meeting minutes will record the conflict of interest, when the person who is in conflict left the room during the discussion and when they returned to the meeting.
    e. Board Quorum is still maintained if there is a conflict of interest declared.

CONFLICT OF INTEREST GUIDELINES:

The range, complexity, and unique nature of Family Vision Inc.'s activities are such that it is not possible to outline all conflict of interest situations.

1. Board Directors, Staff/Employees and/or Volunteers shall not engage directly or indirectly in any personal business transaction or private arrangement for personal profit which accrues from or is based upon their official position or authority or upon confidential or non-public information which they gain because of such position or authority.
2. Board Directors, Staff/Employees and Volunteers shall not act in any official matter where there is a personal interest which is incompatible with an unbiased exercise of official judgement.
3. Board Directors, Staff/Employees and Volunteers must declare where they have direct or indirect personal business or financial activities which conflict with their official duties and responsibilities.
4. Board Directors, Staff/Employees and Volunteers shall not place themselves in a position where they are under obligation to any persons who might benefit from special considerations or favours on their part.

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DISCIPLINARY ACTION:
Departure from any of these rules by Board Directors, without the specific prior approval of the majority of the Family Visions Inc. Board of Directors, may be cause for dismissal from the Board.

Departure from any of these rules by Staff/Employees and/or Volunteer, without the specific prior approval of Family Visions Inc. Executive Director, and/or the Board of Directors may be cause for disciplinary action up to and including dismissal.

APPEALS:
A Staff/Employee and/or Volunteer who dispute the manner of application of these guidelines may appeal such application to the Board of Directors.

A Staff/Employee and/or Volunteer, at his/her option, may have a representative present at the appeal.