



Canadian Fossil Discovery Centre

Conflict of Interest Policy

1.00 Preamble

It is important that our practices and decisions are without suspicion or influence and avoid any appearance of impropriety, which may raise concerns within or outside the organization. The policy is designed to ensure an organization's reputation for integrity of decisions. As a result, this policy addresses conflicts of interest, real or perceived.

The purpose of the following policy and procedures is to prevent the personal interest of staff members, board members, and volunteers from interfering with the performance of their duties to the Canadian Fossil Discovery Centre, or result in personal financial, professional, or political gain on the part of such persons at the expense of the Canadian Fossil Discovery Centre or its members, supporters, and other stakeholders.

2.00 Implementation

This policy will be conveyed to staff and all new board and committee members.

The first agenda item of board and committee meetings will be a declaration of conflict of interest.

Members, including staff, will be asked to verbally declare conflict of interest and to identify which agenda items that are in conflict. The minutes of the meeting will reflect declared conflicts. If the member is unsure, he/she will ask for clarification and the chair will determine if there is a real or perceived conflict.

When there is a conflict, the member will refrain from all discussion pertinent to the subject and abstain from voting.

It is the responsibility of board and committee members to raise concerns they may have regarding conflict of interest with a member who is perceived to be in conflict. If there are still concerns, it is their responsibility to convey these concerns to the chair.

Board, volunteers and staff are prohibited from accepting personal gifts from current and prospective providers of services or goods and grantees with the exception of occasional hospitality or other benefits of a nominal value.

Board members, volunteers and staff are prohibited from using privileged information gained in their role for personal or professional gain.

3.00 Monitoring:

This policy will be reviewed as needed.

Board Acceptance: This policy was approved/ on June 11, 2009 by the Canadian Fossil Discovery Centre's Board of Directors.