

Wells Gray Community Forest Corporation Policy

Policy Title: Conflict of Interest and Disclosure Statement

Policy Number: 2012-4

Date Approved: April 5 2012: Revised Feb 2013

PURPOSE: To establish a policy governing Conflict of Interest and Disclosure Statement for Board members.

POLICY:

WHEREAS the Board recognizes that individual Board members must not put his or her personal or financial interests above the interests of the Corporation, and

AND WHEREAS a clear policy is required that defines Conflict of Interest, lays out rules for management of Conflict of Interest and identifies a process should a Conflict of Interest occur,

THEREFORE be it resolved that the Board of the Wells Gray Community Forest Corporation (WGCFC) establishes the following policy governing Conflict of Interest and Disclosure.

SECTION 1 – DEFINITION OF CONFLICT OF INTEREST

1. Where, as a result of a Board decision in which a director participates, that member stands to gain or has gained financially (either directly or indirectly).
2. Where a Board member's private affairs or financial interests are in on-going conflict with his/her duties and responsibilities as a Board member.
3. Where a Board member accepts a gift, money or other consideration, in return for influencing a board decision.
4. Where a Board member provides confidential information about the Corporation's business to others in order to benefit personally.

SECTION 2 – CONFLICT OF INTEREST MANAGEMENT RULES

1. The Board members will place all laws, ethics, and Corporation loyalty above all private interests or personal gain.
2. Members of the Board will complete the Disclosure Statement on an annual basis to be signed November 1. The Secretary keeps the completed Disclosure Statements on file.
3. A Board member will act in the best interests of the Corporation.
4. A Board member will not participate in discussions and decisions from which they could benefit financially or materially.
5. A Board member will regard benefits to immediate family members as benefits directly to the Board member.
6. A Board member will not use their position or information obtained through their work with the Corporation to provide an unfair advantage to themselves, their family, their friends or acquaintances.

SECTION 3 – PROCEDURE FOR DEALING WITH CONFLICT OF INTEREST

1. A Board member with a conflict of interest must declare it to the Board.
2. A Board member with a conflict of interest cannot participate in discussions or vote on items which concern their conflict of interest.
3. If a Board member is found to have not declared a conflict of interest and has not gained from those interests, they may be asked to leave the Board.
4. If a Board member is found to have not declared a conflict of interest and has gained from those interests they will be asked to leave the Board.

SECTION 4 – DISCLOSURE STATEMENT

4.1 Purpose

The purpose of this Personal Interest Disclosure Statement is to allow the WGCFC Board directors to declare personal interests, associations and activities in order to manage for real or perceived conflict of interest. This form is an important component of the WGCFC Conflict of Interest Policy.

4.2 Process

Members of the WGCFC Board complete the Disclosure Statement by listing employers, contracts, associations, memberships, and other affiliations that may present a real or perceived conflict of interest.

The Secretary keeps completed Disclosure Statements on file. Statements shall be **updated annually** (on Nov 1).

4.3 Employment Disclosure

State employer (and/or major contracts) and briefly describe the nature of your work relevant to a Conflict of interest:

4.4 Associations and Membership Disclosure

State all clubs, Societies, associations and other memberships relevant to Conflict of Interest.

4.5 Other Interests Disclosure

List any additional information that is potentially a Conflict of Interest:

I acknowledge that the information contained in this form is complete and accurate.

Print name

Signature

Date