

# Conflict of Interest Policy

**girls  
inc.**

of Northern Alberta

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Employees and board members and volunteers have an obligation to conduct business within the guidelines that prohibit actual or potential conflicts of interest. This policy establishes only that framework within which Girls Inc. of Northern Alberta wishes its business to operate. The purpose of these guidelines is to provide general direction so that board members, employees and volunteers can seek further clarification on issues related to the subject of acceptable standards of operation.

An actual or potential conflict of interest occurs when a board member, employee or volunteer is in a position to influence a decision that may result in personal gain or gain for a relative as a result of Girls Inc. of Northern Alberta's business dealings. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the board member, employee or volunteer is similar to that of persons who are related by blood or marriage.

No presumption of a conflict is created by the mere existence of a relationship with outside firms. However, if a board member, employee or volunteer has any influence on any material business transactions, it is imperative that he or she discloses to an officer of the organization as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where a board member, employee or volunteer, or a relative has a significant ownership in a firm with which Girls Inc. of Northern Alberta does business, but also when a board member, employee or volunteer, or a relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Girls Inc. of Northern Alberta.

### Some categories of Conflict of Interest Situations

- Self –interested funding, contracting or hiring: when an affected person uses a position in Girls Inc. to influence a decision to provide funding or contracts to another organization in which he or she has an interest, or to go outside normal hiring processes to give a job to a friend or family member.
- Improper Influence: when an affected person solicits or accepts some form of benefit in return for influencing Girls Inc. activities or promoting someone else's interests in Girls inc. of Northern Alberta
- Misuse of information or property: when an affected person uses information or property to which the person has access at work, and to which others would not have access, for some personal benefit.

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- Inappropriate outside activity: when an affected person's activities outside of Girls Inc. of Northern Alberta are in conflict with the interests of Girls Inc. of Northern Alberta.
- Accepting undue benefits: such as significant gifts which place an affected person under obligation to the donor.
- Gifts – people in partner organizations and communities, frequently offer gifts that it would be impolite to refuse. It is important to distinguish gifts and favours that represent goodwill and friendship from those that are designed to create an indebtedness on the part of the recipient. A conflict of interest may also arise when gifts are larger than a normal token in a given situation. Key ethical principles in resolving the situation are **integrity** ( i.e. action in line with our policy and values), **transparency** ( including honesty in discussing the issue) and **respect** ( for the gift giver). A possible action would be to explain that policy will allow only the gift to be accepted on behalf of the organization. If there is an appearance of indebtedness, it may be necessary to decline the gift.

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## **Affirmation of Conflict of Interest Policy**

**Girls Inc. of Northern Alberta**

Girls Inc. of Northern Alberta has in effect a Conflict of Interest Policy to ensure that the deliberations and decisions of the Society are made in the best interests of the Society and to protect the interest of the Society when it is contemplating entering into a transaction, contract, or arrangement that might benefit the private interest of an interested director, officer or person.

The Girls Inc. of Northern Alberta Conflict of Interest Policy prohibits an interested director, officer or person from using his or her position with respect to the corporation, or confidential corporate information obtained by him or her relating to the Society, in order to achieve an unfair financial benefit for himself or herself or for a third party, including another nonprofit or charitable organization.

The undersigned member hereby certifies the following:

a/ A copy of the Conflict of Interest policy has been received;

b/ The policy has been read and is understood;

c/ He/ She agrees to comply with the policy; and

d/ He/ She understands that the Society is a charitable organization and that in order to accomplish one or more of its tax-exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

**I hereby certify the above and agree to be bound by each and every term of the Conflict of Interest Policy as may be amended by the board of directors from time to time. I further agree to be bound by the Conflict of Interest policy during and after my term on the board of directors, or my term of employment (either as paid staff or as a volunteer)**

**Dated** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Printed Name** \_\_\_\_\_