

POLICIES & PROCEDURES

BOARD OF DIRECTORS CONFLICT OF INTEREST POLICY

APPROVED: February 22 2024

APPROVED BY: Board of Directors

INTRODUCTION:

Directors are to perform their duties in good faith, in a manner they reasonably believe to be in the best interests of Access Community Services Incorporated ("Access") and with such care, including reasonable inquiry, skill and diligence as a person of ordinary prudence would under similar circumstances.

POLICY:

Directors are not to allow personal, professional and/or financial interests from interfering with the performance of their fiduciary duties to Access or to result in the personal financial, professional and/or political gain on the part of a Director at the expense of Access or its members.

PROCEDURE:

1. Directors should be aware that conflicts of interest include actual, apparent and potential material conflicts of interest.
2. Directors who may simultaneously serve as an Officer or Director of any other provincial organization, having objectives similar to Access, must disclose any situation that could benefit them personally or their agency.
3. At the commencement of each meeting and through the course of any meeting of the Board of Directors, Directors are required to disclose any potential conflict of interest as they arise. Disclosure of a potential conflict of interest will be recorded in the Board minutes.

4. Whenever the Board of Directors is considering a matter, including a contract or transaction that presents an actual or apparent material conflict of interest for a Director that Director will fully disclose the material facts to his or her interest or relationship in or to that matter, contract or transaction and this will be recorded in the Board minutes. If the Board of Directors considers the conflict to be material, the Director is required to remove themselves from all involvement in the matter including leaving the meeting during discussions and refraining from discussing the issue.
5. Directors will neither accept nor offer significant material favours or gifts from vendors that provide goods or services to Access.
6. Failure to disclose and abstain from involvement in items that constitute a conflict-of-interest situation (or a potential or perceived conflict of interest situation) and upon review first by the Board or external third party as necessary are deemed a conflict of interest may result in further action in accordance with policy.