

CONFLICT OF INTEREST POLICY

PURPOSE:

The purpose of this policy is to provide guidance related to determining conflicts of interest. For purposes of this policy, reference to OBA includes all board members, committee members, staff and contract workers.

All those included in this policy will be provided with the Conflict of Interest Policy at the time they join or otherwise become affiliated with the OBA.

CONFLICT OF INTEREST:

Those included in this policy shall not undertake any obligations or engage in activities that may represent or constitute a conflict of interest, or the appearance of one. However, as those included in this policy are often active in the industry and their communities, OBA recognizes that conflicts, or appearance of such conflicts may arise from time to time.

It is the responsibility of all those included in this policy to identify when a real or potential conflict may exist, and to inform the board or president of such situations when they arise.

DEFINITION:

A conflict of interest is deemed to exist whenever:

- Those included in this policy or their immediate family, their company or an affiliated organization has a real direct or indirect financial interest in a matter under consideration by the OBA which is over and above that which could accrue to any member of the industry.
- The affiliations of those included in this policy could influence a decision of the board;
- A decision of the board could impact some form of benefit to the affiliation.

DECLARATION OF CONFLICTS:

It is the responsibility of all board and committee members and staff who have a conflict of interest to disclose the nature of that conflict at the first opportunity to the President or the chair of the relevant committee. If a board member has a significant conflict related to the mission of the organization they shall be deemed ineligible to sit as a member of the Board. If a committee member has a significant conflict of interest related to the purpose of a committee, they shall not be eligible for membership on the committee. The Board of Directors will determine whether the conflict is considered significant for ineligibility. All other conflicts (related to issues, decisions or agenda items under consideration) will be raised with the President or the relevant chair of the committee. Board and committee members and staff shall declare any potential conflicts relating to agenda items or issues under consideration by the OBA.

The Board (or committee) will assess declared real and potential conflicts. When it is confirmed that there is, in fact, a conflict the related person shall excuse themselves from the room and any discussion and decision related to the item in question. If it is the President who declares a conflict, proceedings will continue with the Vice-President acting as President.

All declarations of conflicts of interest will be recorded in the minutes.

Approved: February 2, 2015
Review date: March, 2016