

Conflict of Interest Policy

Approved on: 2019/01/15



Employees, board members and volunteers should be aware that conflicts of interest can arise through various relationships including, but not limited to, family relationships, economic relationships, and personal or intimate relationships. No volunteer or employee of Kind Space shall operate or act in any manner that is contrary to the best interests of Kind Space. Kind Space does not view conflicts to be inherently bad or avoidable at all costs, only that our organizational value of transparency be honoured and any conflicts or perceived conflicts be disclosed.

Conflict of Interest is created when:

- A. A director, employee, or volunteer, including a board member, (or a family member of the foregoing) is a party to a contract, or involved in a transaction with Kind Space for goods or services.
- B. A director, employee, or volunteer, including a board member, (or a family member of the foregoing) has a material financial interest in a transaction between Kind Space and an entity in which the director, employee, or volunteer, or a family member has an interest or relationship.
- C. A director, employee or volunteer, including a board member, (or a family member of the foregoing) is engaged in some capacity or has a material financial interest in a business or enterprise that competes with Kind Space.
- D. A director, employee or volunteer, including a board member has a personal interest that conflicts with the interests of Kind Space or arises in situations where a board/staff member has divided loyalties (also known as a "duality of interest").

A conflict arising out of a personal interest can occur in situations that result in inappropriate financial gain to persons in authority at Kind Space and can lead to financial penalties and violations of Canada Revenue Agency (CRA) regulations. Situations or transactions arising out of a conflict of interest can also result in either inappropriate financial gain or the appearance of a lack of integrity in Kind Space decision-making process. Other situations may create the appearance of a conflict, or present a duality of interests, with a person who has influence over the activities or finances of Kind Space.

Kind Space takes a broad view of conflicts and board/staff are urged to think of how a situation/transaction would appear to outside parties when identifying conflicts or possible conflicts of interest.

A person who must consider whether they have a conflict includes any person serving as an employee or member of the Board of Directors of Kind Space, a major donor to Kind Space, or anyone else who is in a position of influence over Kind Space.

Employees

Employees should avoid situations in which they may be called upon to negotiate or do business with an organization in which the employee (or close relative of the employee or other person with whom the employee has a close personal relationship) has substantial ownership or other interest.

Because of the potential for a conflict of interest, all employees considering, or having employment, performing services, or consulting work outside Kind Space must have prior written approval from the Executive Director and may not accept fees for service when representing Kind Space.

Disclosure

It is the duty of all board members and staff to be aware of this policy, and to identify conflicts of interest and situations that may result in the appearance of a conflict and to disclose those situations, conflicts, or potential conflicts to (i) the employee's supervisor (ii) the executive director, (iii) the Chair of the Board or (iv) other designated person, as appropriate.

Board and staff are encouraged to disclose conflicts as they arise as well as to disclose those situations that are evolving that may result in a conflict of interest. Advance disclosure must occur so that a determination may be made as to the appropriate plan of action to manage the conflict.

Staff should disclose to their supervisor/Executive Director and board members should disclose to the president of the board as soon as the person with the conflict is aware of the conflict, potential conflict, or appearance of a conflict exists.

In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to their supervisor, the Chair, or the Chair's designee, who shall determine whether there exists a Conflict of Interest that is subject to this policy.

All such circumstances should be disclosed to the board or staff, as appropriate, and a decision made as to what course of action the organization and/or individuals should take so that the best interests of Kind Space are not compromised by the personal interests of stakeholders in the organization.

Reporting Possible Violations

Kind Space maintains an "open door" policy to communicate possible violations of any Kind Space policy. All communications of this nature will be kept in strictest confidence and will be investigated by the board thoroughly and fairly.

Conflict of Interest Disclosure Form



Name: _____ Date: _____

Position (employee/volunteer/trustee): _____

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between Nonprofit Network and your personal interests, financial or otherwise:

_____ I have no conflict of interest to report

_____ I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse/partner) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own):

1. _____

2. _____

3. _____

4. _____

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of Kind Space.

Signature: _____ Date: _____