



CONFLICT OF INTEREST POLICY

A conflict of interest is defined as an actual or perceived interest by an Assembly Council Member, Assembly Officer or an Assembly Employee in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain. Council members, officers and employees are obligated by this policy and the Resolution of One Accord to always act in the best interest of the Assembly. This obligation requires that any council member, officer or employee, in the performance of the Assembly duties, seek only the furtherance of the Assembly mission. At all times, council members, officers, and employees are prohibited from using their job, job title, or the Assembly's name or property, for private profit or benefit.

The council members, officers, and employees of the Assembly should neither solicit nor accept gratuities, favours, or anything of monetary value from contractors or vendors to the Assembly. This is not intended to preclude bona-fide Assembly fund raising activities.

No council member, officer, or employee of the Assembly shall participate in the selection, award, or administration of a purchase or contract with a contractor or vendor where, to his or her knowledge, any of the following has a financial interest in that purchase or contract:

- The council member, officer, or employee;
- Any member of their immediate family;
- Their partner;
- An organization in which any of the above is an officer, director or employee;
- A person or organization with whom any of the above individuals is negotiating or has an arrangement concerning prospective employment.

Disclosure – Any possible conflict of interest shall be disclosed by the person or persons concerned.

Assembly Council Action – When a conflict of interest is relevant to a matter requiring action by the Assembly Council, the interested person(s) shall call it to the attention of the Assembly Council and said person(s) shall not vote on the matter. In addition, the person(s) shall not participate in the final decision or related deliberation regarding the matter under consideration. When there is a doubt as to whether a conflict exists, the matter shall be resolved by vote of the Assembly Council, excluding the person(s) concerning whose situation the doubt has arisen.

Record of Conflict – The official minutes of the Assembly Council shall reflect that the conflict of interest was disclosed, and the interested person(s) did not participate in the final discussion or vote and did not vote on the matter.

Assembly Title _____

Name of Authorized Assembly Officer _____

Title of Authorized Assembly Officer _____

Signature of Authorized Assembly Officer _____

