Dufferin Historical Society Inc.

Conflict of Interest Policy Guidelines

A conflict of interest is any situation in which a board member or employee of an external agency has an employment, business or personal interest which results or appears to result in:

(i) an improper material interest or an advantage by virtue of the person's position.
(ii) an interference with other interest beyond the interest of an ordinary citizen.

A material interest includes any matter or situation where a board member or employee has a direct or indirect financial or other interest beyond the interest of an ordinary citizen.

The following guidelines are to be followed:

1. Board members and employees shall not engage directly or indirectly in any personal business transaction or private arrangement for personal profit, which accrues from or is based upon their official position or authority or upon confidential or non-public information that they gain by reason of such position or authority.

2. Board members and employees shall not divulge confidential or restricted information to any unauthorized person or release such information in advance of authorization for its release.

3. Board members and employees shall not act in any official matter where there is a personal interest that is incompatible with an unbiased exercise of official judgement.

4. Board members and employees shall not place themselves in a position where they are under obligation to any persons who might benefit from special considerations or favours on their part.

5. Members of the board of directors and employees are responsible for disclosure of any situation or matter where they have an actual or perceived conflict of interest or the potential for a conflict of interest and shall disclose in writing to the board of directors or request to have entered in the minutes of meetings of the board, the nature and extent of his/her interest.

6. Where a conflict of interest has been found to exist, the board member or employee, if necessary, will be required to take steps to remove themselves from the conflict of interest. As well, where a perceived or potential conflict situation may exist, the board member or employee will be provided with advice on what steps need to be taken to remove the perception of or other potential for a conflict of interest.

7. No board member or employee shall be present during any discussions of the board or vote on any matter where it has been decided that a material interest exists. The minutes of the board meeting shall, in each case, record the member's disclosure of interest and the fact they took no part in the discussion or decision.