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**Conflict of Interest policy**

**Introduction / Purpose**

* To ensure that Board Directors understand their obligation to avoid any activity, agreement, business interest or investment, or other situation that could create a real or perceived conflict of interest between the Directors personal or financial interests and the best interests of the Organization.

**Scope**

* This policy applies to the Board of Directors, Committee members and staff of CFS

**Roles and Responsibilities**

* Each person is responsible to ensure that they exercise good judgment and observe ethical standards in their private activities outside of their involvement with CFS that can affect the Organization.

**Procedure**

CFS expects all Directors to exercise good judgment and observe high ethical standards in their private activities outside their Board appointment that can affect the Organization in any way. Every Director has an obligation to avoid any activity, agreement, business interest or investment, or other situation that could create a real or perceived conflict of interest between the Directors personal or financial interests and the best interests of CFS.

To that end, Directors are required to:

a) have no business relationships or investments that might affect their judgment or influence their decisions concerning CFS business.

b) not to receive or accept any bribes, secret commissions, kickbacks, personal favours, services or products as a result of or connected in any way to their work for CFS that might affect their judgment or influence their decisions concerning CFS business.

c) promptly and fully disclose to CFS in advance for Board approval any financial or other interest that the Director or any member of the Director’s family or household may have in a business or venture (including but not limited to any supplier/vendor, insurance company or government agency) that currently or seeks to do business with the CFS or vis versa.

d) obtain written approval from CFS prior to accepting any employment or contract work elsewhere if it might interfere with the Directors’s ability to serve impartially on the Board.

f) disclose to CFS any nepotism that is prevalent between yourself and another board member, CFS employee, Public or Government agency doing, or seeking to do business with CFS of vis versa.

g) No Board Member shall accept gifts, entertainment or favours from an individual, or his family, or   
 from an organization or entity who

i.          is an employee or contractor of CFS;

ii.         does or is seeking to do business with CFS;

iii.        has, or may have, a financial interest in the policies of CFS;

except when such gifts:  
 (a)      are of a nominal value,  
 (b)      appear to be merely tokens of respect or friend*s*hip,  
 (c)       do not appear to be intended to influence the recipient with respect to a particular  
 transaction or CFS activity, and  
 (d)      are disclosed to Board Chair and or President at the first available opportunity.

Any violation of this policy may result in a Board member being removed from the Board of Directors.

Annually the Board Chair/President will circulate the Conflict of Interest form and evaluate any perceived or actual conflict of interest disclosed. This form must be returned to the Board Chair.

**Authorization**

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| Reviewed & Authorized by: (name) | Position / Title | Date |
|  | Board Chair |  |
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