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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 College.

**Scope**

* This policy applies to the Board of Directors of the College of Dental Surgeons of Saskatchewan (the College)

**Roles and Responsibilities**

* Each Director is responsible to ensure that they exercise good judgment and observe ethical standards in their private activities outside of their involvement on the Board of Directors that can affect the College

**Procedure**

The College expects all Directors to exercise good judgment and observe high ethical standards in their private activities outside their Board appointment that can affect the College 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 the College.

To that end, Directors are required to:

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

c) promptly and fully disclose to the College 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, supplier, insurance company or   
 government agency) that currently or seeks to do business with the College or visa versa.

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

e) disclose to the College if any nepotism is prevalent between yourself and another Board member,   
 College employee, Insurance company or Government agency doing, or seeking to do business with  
 the College or visa versa.

f) Board Members shall not 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 the College;

ii.         does or is seeking to do business with the College;

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

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 College activity, and  
 (d)      are disclosed to Board Chair and or President at the first available opportunity.

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

Annually the Board Chair 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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