

PATHWAYS ABILITIES SOCIETY

PROCEDURE: CONFLICT OF INTEREST

Applies to: All Personnel and Volunteers

Original Effective Date: June 27, 2005

Effective Date: November 23, 2012

Replaces Procedure Dated: October 17, 2011

1. Employees, volunteers and directors will disclose in writing any personal, family or business interests that may, in the eyes of another person, influence their judgment to either the executive director or the Board of Directors and when that interest may, in their judgment, affect the reputation or credibility of the organization.
2. Employees, volunteers and directors will not place themselves in a conflict of interest situation by violating any provisions of the policy.
3. Directors will exempt themselves from participating in any discussion and voting on matters where they have, or may be perceived as having, a conflict of interest. Such exemptions will be recorded in minutes of meetings.
4. A transaction where a third party is engaged to scrutinize Pathways Abilities Society affairs may not be authorized by the Board if a director has an interest in the transaction i.e. they would not be permitted to have an interest in a firm preparing Pathways Abilities Society audited financial statements.
5. Employees, volunteers or directors perceiving or witnessing a violation of the Conflict of Interest policy will utilize the Conflict Resolution policy.