

## **CONFLICT OF INTEREST MANAGEMENT POLICY - EDMONTON YOUTH ORCHESTRA** (Adopted May 26<sup>th</sup>, 2020)

### **EDMONTON YOUTH ORCHESTRA BOARD, STAFF, CONTRACTORS, AND VOLUNTEERS WILL:**

Act in the best interest of the organization.

Not engage in activities that are in conflict with the interests of the organization, that may negatively impact the reputation of the organization, that interfere with contractor, staff, or volunteer role performance, or that interfere with the involvement and enjoyment of Orchestra members.

Avoid situations in which their personal interests or relationships interfere with acting in good faith on behalf of the organization.

Operate according to high ethical standards and refrain from participating in discussions or voting on issues in which they have a real or perceived conflict. This includes recognizing that conflicts of interest exist, have the potential to inhibit the wisdom of particular decisions, and possibly damage the organization's reputation.

Be aware that conflicts of interest exist when a person:

- a) Has, or is perceived to have, a personal, family, or business interest that might benefit from a decision in which he/she is involved in making, or is able to influence those making it.
- b) Is involved with a competing or sister organization that may result in a divided loyalty in the context of making a decision

Disclose one's involvement with other organizations, businesses, or individuals in which such a relationship might be viewed as a conflict of interest. Voting for or against, or arguing for or against, a particular outcome may influence a decision.

Not limit the options being considered in a way that may influence a decision, recognizing that not all conflicts of interest are rooted in financial benefit. Examples of possible conflict of interest situations with respect the EYO include:

- a) A board member has a personal or business relationship with the Association as a supplier of goods or services or as a landlord or tenant
- b) A staff member has a personal or financial relationship outside of the workplace with a client or supplier who he/she deals with directly as a representative of the Association
- c) The Association is employing someone who is directly related to a board member, contractor, or staff member

## **CONFLICT OF INTEREST MANAGEMENT POLICY - EDMONTON YOUTH ORCHESTRA (Continued)**

### **PROCEDURE FOR HANDLING A CONFLICT OF INTEREST**

Conflicts of interest are unavoidable and should not prevent an individual from serving as a director or as a staff member unless the extent of the interest is so significant that the potential for undo influence is present in a large number of situations.

*Disclosure:* Members of the board and staff have a duty to disclose any personal, family, or business interests or other community involvements, that may, in the eyes of another person, influence their judgment. Directors shall disclose conflicts of interest to the board; the General Manager and staff members shall disclose conflicts of interest to the board. Board members are expected to disclose potential conflicts, if anticipated, prior to their nomination or election. Otherwise they are obliged to disclose them when the circumstances arise. These should be disclosed to the board chair or to the whole board.

The board itself may want to disclose specific director conflicts of interest to members, staff, funders, and external stakeholders when that interest may, in their judgement, affect the reputation or credibility of the organization. Such disclosure may be made in a formal and confidential communication.

*Determination of Conflict:* The board should assess the presence of a conflict of interest, or the perception of one, and determine what actions, if any, are appropriate to address the situation.

*Stepping Out:* Board members and staff have a duty to exempt themselves from participating in any discussion, and from voting on matters where they have, or may be perceived as having, a conflict of interest. In some circumstances they may be asked to step out. Minutes of board meetings should reflect when a board member discloses that he/she has a conflict of interest and how the conflict was managed. Normally, this will involve a discussion on the matter without the board member in the room, which should be documented in the minutes, and a vote, in which the interested board member, if he/she has returned, abstains. Staff conflicts should be similarly managed.

### **AGREEMENT**

I agree to be bound by this Code of Conduct and Conflict of Interest Management Policy in all aspects of my volunteer work or employment with the Edmonton Youth Orchestra. I have read and understood this document and willingly endorse same.

Signed:

Print Name:

Date:

**POLICY REVIEW DATE:** TBA

**EFFECTIVE DATE:** May 26<sup>th</sup>, 2020

**REVISION HISTORY:** NA

**CONNECTION TO BOARD POLICIES:** EYO policies will be reviewed annually