

# New Brunswick Hospice Palliative Care Association

## Policy: CONFLICT OF INTEREST

**Purpose:** The purpose of the conflict of interest policy is to promote open, unbiased decisions which are in the best interest of the members of the ASPNB/NBHPCA.

**Policy:**

1. The Board of Directors and committee members shall disclose any possible conflict of interest in writing to the president prior to assuming office/ position and throughout their tenure.
2. Any member of the Board or a Committee who has an interest directly or indirectly in a proposed contract or transaction with the organization shall declare his or her interest at a meeting of the Board of Directors or the Committee.
3. Board of Directors and Committee members shall not vote on any proposed contract or transaction, with which they have a direct or indirect financial interest and shall declare the details of such interest prior to the discussion and vote on such matter. The member shall absent himself/herself from the meeting prior to the vote and is to refrain from discussing the issue with the decision makers or trying to influence.
4. Any Board member who either directly or through a family relationship has an involvement with an organization as a user or provider of facilities and/or services to the association shall register in writing with the President the nature of the relationship. Any matters that present as a potential conflict of interest may be raised by any member of the Board.
5. Using influence: After an individual leaves the ASPNB/NBHPCA Board or Sub Committee of the Board they shall not act in a manner as to take improper advantage of their previous office or position.
6. Gifts and Benefits: The Board of Directors and committee members shall not solicit any personal gifts or benefits, nor accept any gifts other than incidental gifts, items of customary hospitality or other benefits of nominal value when conducting ASPNB/NBHPCA business.
7. Bursaries: In order to avoid conflict of interest members of the Board of Directors of ASPNB/NBHPCA will not be eligible for ASPNB/NBHPCA bursaries during their terms. A term on the Board of Directors starts and ends at the conclusion of the Annual General Meeting. Special consideration will be given if there are no applications for bursaries from the general membership. In those instances, board members may be given the opportunity to apply following discussion and decision by the executive to permit this. Applications will be considered and awarded using the same process as for the general membership.

Conflict of Interest defined: A conflict is present when an individual has an outside interest or the appearance of an outside influence that can be reasonably expected to influence how the individual might conduct ASPNB/NBHPCA business. A conflict of interest exists whether the individual is actually swayed by the competing interest or not.

Developed By: ASPNB/NBHPCA

Approved by ASPNB/NBHPCA Board of Directors

Reviewed By: ASPNB/NBHPCA Board of Directors

February 20, 2019

September 2022