

# The Ottawa Jewish Community Foundation Conflict of Interest Policy

## For the Board of Directors, Committee Members & Executive Staff

### Preamble

- The Board of Directors, Committee Members and Executive Staff, (each individual member of which is referred to as a “Member”) must strive to be above reproach.
- In making decisions, the actions and relationships of the Board of Directors, Committee Members, and Executive Staff must avoid any appearance of impropriety that may raise questions in the minds of the public.
- The policy is designed to protect the Board of Directors, Committee Members, and Executive Staff reputation for disclosure and ensure the integrity of decisions.

### The Policy

#### 1. Duty of Member

Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, or other material interest, direct or indirect, in any matter that is the subject of a meeting of the Board or a Committee (the “Matter”) and is present at the meeting of the Board or Committee at which the Matter is the subject of consideration:

- a) The Member shall, prior to any consideration of the Matter at the meeting, disclose the interest of the Member and the general nature thereof;
- b) The Member shall not take part in the discussion of, and shall abstain from any vote on any question in respect of, the Matter and if requested to do so by the remaining members present at the meeting, shall absent himself/herself from the portion of, the meeting relating to such to Matter; and
- c) The Member shall not attempt in any way whether before, during or after the meeting to influence the voting on any such Matter.

- d) The Member may, however, answer pertinent questions to assist the Board or Committee.
- e) The minutes of all action taken related to the Matter must clearly reflect that the disclosure requirements have been met.

## **1. Where this policy does not apply**

This Policy does not apply to a pecuniary interest in any Matter that a Member may have:

- a) As a user of any service supplied to the Member by any beneficiary agency or organization by reason of the Member being entitled to receive, on terms common to other persons, any service or commodity or any other such benefit offered by any beneficiary agency or organization;
- b) By reason only of the Member being a director or senior officer of a corporation incorporated for the purpose of carrying on business for and on behalf of the Community or by reason only of the Member being a member of a board, commission or other body or as an appointee of a Ottawa Jewish Community Council or any Board of any beneficiary agency or organization;
- c) By reason of the Member having a pecuniary interest which is an interest in common with Members of the community generally; or
- d) By reason only of an interest of the Member which is so remote or insignificant in its nature that it cannot reasonable be regarded as likely to influence the Member.

The Conflict of Interest Policy was approved on April 25<sup>th</sup>, 2002 by the Board of Directors on this set date and scheduled Board of Directors meeting.

## CONSENT FORM

The undersigned has requested \_\_\_\_\_ to provide the undersigned with professional advice and services in connection with a possible donation or gift by the undersigned to the Ottawa Jewish Community Foundation (the "Foundation").

The undersigned understands that \_\_\_\_\_ is connected with the Foundation in the capacity of \_\_\_\_\_ and, therefore, may have a conflict of interest between his/her duties to the Foundation and his/her duties to the undersigned.

The undersigned hereby consents to \_\_\_\_\_ providing such professional advice and services to the undersigned despite his/her connection to the Foundation and despite the said possible conflict of interest.

Dated at: \_\_\_\_\_, this day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Signature of prospective donor