



The Jewish Federation OF EDMONTON

CONFLICT OF INTEREST POLICY:

It is essential that the Jewish Federation of Edmonton (Federation) maintains its reputation for honesty and integrity so that the community has trust and confidence in the way it conducts its business.

Individual members of the Board and committees of the Board must conduct themselves in keeping with this goal and avoid any conflict of interest in the exercise of their duties on the Board or committee.

In any decision-making or discussion at the Board or a committee, where an individual member believes there may be a real, potential or perceived conflict of interest, the member should declare it to the Board or committee or privately with the Chair of the Board or committee, refrain from discussing or voting on the matter, and normally excuse himself or herself from the meeting while the matter is discussed. If the member is uncertain about the potential for conflict, the issue should be raised with the Chair.

Many potential conflicts will not involve direct financial benefit but may call into question the ability of the member to give the matter his or her unbiased consideration. In deciding on a potential conflict, the member and the Chair must always keep the interests of the Foundation paramount. Conflicts of interest may include, but are not limited to, decisions related to direct financial benefits to the member or his or her family members, grants to other organizations with which the member is involved as a staff or board member, or agency partnerships.

The Board of the Federation may determine appropriate action to rectify any conflict of interest which is discovered after a matter has been dealt with. If a conflict of interest is discovered after a matter has been dealt with and there is a financial benefit to a Board or committee member, the member involved in the conflict must repay or cause to be re-paid to the Federation all the profit or benefit obtained with respect to the matter, unless otherwise determined by the Board of Federation.

A) Personal Gain

Members of the Board or committees of the Board will not use their position to obtain personal benefit directly from the Federation or those doing or seeking to do business with the Federation.

Members should neither seek nor accept payments, services, fees, pleasure or vacation trips, accommodations or loans from any person or organization (except, in the case of loans, from persons in the business of lending and then only on conventional terms) that does, or is seeking to do, business with the Federation.

B) Privileged Information

Members of the Board or committees of the Board should not use for their own purposes including financial gain or disclose for the use of others, information obtained as a result of their role with the Federation.

PROCEDURE:

1. Copies of this policy should be part of the Board manual and provided to all members of committees of the board.
2. Potential conflicts of interest or misuse of information situations should be dealt with in advance of any possible questions being raised. When in doubt, every person who perceives that there may be a potential conflict of interest should discuss the matter with the Chair of the Board or the committee.
3. All declared cases of conflict of interest shall be recorded in the minutes of the Board or committee.

I, _____, personally commit to adhere to the foregoing Statement to the best of my ability.

Dated this _____ day of _____, 20____.

Signature