

## Conflict of Interest Policy

A Conflict of Interest is a situation in which a person or group of persons has a private or personal interest that may influence or appear to influence the decision being made by the OSGA. It is understood that to knowingly allow a conflict of interest to exist in the decision-making processes may place the organization, Board Members and Staff in an untenable position.

It is therefore the intent of this policy to identify situations that could lead to interpretations of a conflict of interest, and to set out just how the OSGA and its members will deal with situations where the issue of Conflict of Interest appears in any decision-making processes of this organization.

### *Guidelines*

1. Board Members and staff members are prohibited from using their position or job title for private profit or personal benefit either directly or indirectly.
2. Board members and staff members will neither solicit nor accept gratuities, favours, or anything of a monetary nature from any contractors, vendors.
3. Board Members or staff members will not participate in the selection process for hosting OSGA events, or the awarding of a contract with a vendor where to his/her knowledge of any of the following may have or appear to have a financial interest:
  - any Board Member or member of staff.
  - a member of an immediate family.
  - a partner or former partner.
  - an organization in which the Board member has any immediate or past connection.
  - an organization where the Board Member or staff member may receive future or prospective employment.
4. Disclosure
  - Any real or possible Conflict of Interest shall be disclosed by the person(s) prior to any discussion or action by the Board of the OSGA, Committee members, and/or by Member Districts at the Annual Meeting.
5. Action
  - The person(s) making the disclosure of Conflict of Interest shall remove him/herself from the area of the discussion and shall not return until the Chair of the meeting so directs. The person(s) making the disclosure will not participate in any discussion or voting related to the issue affected by the Conflict of Interest. Any attempt to influence any Board Member, Committee member, and/or Member District will place them in conflict as well.
6. Records
  - The official Minutes of the Board, Annual Meeting, and/or Committees will reflect that the Conflict of Interest was disclosed and the name(s) of any who made the disclosure. Such records should also note that the person removed themselves from the meeting.
7. Disclosures after the fact
  - Should a disclosure of a Conflict of Interest be made after a decision, the member(s) making the disclosure will remove him/herself from the meeting and the issue will be reopened. A re-vote will be called in an effort to remove bias from the previous discussion.