

CONFLICT OF INTEREST POLICY- (NBHPCA)

New Brunswick Hospice Palliative Care Association

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 NBHPCA.

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 NBHPCA business. A conflict of interest exists whether the individual is actually swayed by the competing interest or not.

POLICY STATEMENTS:

1. The Board of Directors, committee members, zone reps and alternates shall disclose any possible conflict of interest in writing to the president prior to assuming office/ position and throughout their tenure.
2. No individual has the authority to act on behalf of NBHPCA except with such authority as is approved by the Board of Directors.
3. 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.
4. Board of Directors, Committee members, zone reps and alternates 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.
5. 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.
6. Partnerships with government agencies /community stakeholders are

acceptable when they produce mutual benefits to the members of the Association and will facilitate the Association's ability to enhance the quality of life of palliative care patients and their families.

7. Conflicts of interest are resolved in the interest of Association members with the least possible restriction on individual rights.
8. Using influence: After an individual leaves office or position as a Board member, members of the Board of Directors, Committee members, zone reps and alternates shall not act in a manner as to take improper advantage of their previous office or position.
9. Gifts and Benefits: The Board of Directors, committee members, zone reps and alternates shall not solicit any gifts or benefits, nor accept any gifts other than incidental gifts, items of customary hospitality or other benefits of nominal value when conducting NBHPCA business.
10. Bursaries: In order to avoid conflict of interest members of the Board of Directors of NBHPCA will not be eligible for 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.