

## **NLPSPA Conflict of Interest Policy 2019**

**Purpose:** To ensure that the affairs and business of the Newfoundland and Labrador Public Sector Pensioners' Association (NLPSPA) are conducted professionally, objectively and without interference or the perception of interference arising from the personal interests of the individuals involved in making decisions for the NLPSPA.

### **Objectives:**

- To ensure that, in situations of real, perceived or potential conflict of interest and situations where there is a conflict of duties, decisions are made in a manner which upholds the interest of the NLPSPA membership, our partners and sponsors, and the general public;
- To facilitate ethical decision-making within the NLPSPA;
- To resolve conflicts between personal interests and the interests of the membership; and;
- To establish measures to prevent, manage and resolve any conflict of interest that could impair the integrity of the association or the public's perception of its integrity.

### **Definition:**

A "conflict of interest" exists where a Board Director, volunteer, NLPSPA staff person or a partner, provider of contracted bookkeeping services and occasional administrative support, direct business associate or immediate family member of any such Board Director, volunteer, staff person, or contracted provider of bookkeeping services and occasional administrative support:

- Is a party to, a director or officer of, or has a material interest in any company or entity that is party to a material contract or proposed material contract involving the Board for whom the Director, volunteer, staff or contracted provider of bookkeeping services and occasional administrative support serve, including but not limited to a contract for the sale, lease, maintenance or material change of personal or real property;
- Is directly involved in or associated in a substantive way with an issue under discussion by the Board for whom the Director, volunteer, staff or contracted provider of bookkeeping services and occasional administrative support serve and stands to benefit or personally gain, whether financially or otherwise, from the decision made; or
- Assists a third party in their dealings with the Board where such assistance could result in favourable or preferential treatment being accorded that third party.

### **Policy:**

NLPSPA requires that its Board Directors, volunteers, staff and contracted provider of bookkeeping services and occasional administrative support refrain from placing themselves in a position that could foreseeably produce a conflict of interest, or the

perception of a conflict of interest, between their own self- interest and the best interests of NLPSPA. A Board Director, volunteer, staff or contracted provider of bookkeeping services and occasional administrative support shall declare any potential conflict to the NLPSPA Board for resolution.

Accordingly, NLPSPA requires that:

1. Directors of the Board and those who volunteer in any capacity or who are employed as staff or engaged as a contracted provider of bookkeeping services and occasional administrative support shall sign a copy of the Conflict of Interest Policy of NLPSPA before assuming their duties and responsibilities, or as soon as reasonably possible thereafter, and conduct themselves accordingly;
2. A Board Director, volunteer, staff or contracted provider of bookkeeping services and occasional administrative support shall not knowingly place him/herself in a position where s/he is under an obligation to any person(s) who might benefit from or seek preferential treatment from NLPSPA;
3. A Board Director, volunteer, staff or contracted provider of bookkeeping services and occasional administrative support shall not knowingly engage in any employment, business, or transaction which is incompatible with or may tend to influence him/her in the discharge of his/her duties;
4. A Board Director, volunteer, staff or contracted provider of bookkeeping services and occasional administrative support shall neither solicit nor accept gratuities, favours, or anything of monetary value from any contractors or vendors with which NLPSPA does business;
5. A Board Director, volunteer, staff or contracted provider of bookkeeping services and occasional administrative support shall not participate in the selection, award, or administration of a purchase or contract or employment opportunity where there is an interest in such by him/herself, a member of their immediate family, partner, or an organization in which he/she is an officer, director, or employee;
6. A Board Director, volunteer, staff or contracted provider of bookkeeping services and occasional administrative support shall use NLPSPA facility resources, equipment, consumable materials and other assets in support of NLPSPA objectives without benefit or profit for individual purposes;
7. The Board reserves the right to determine any potential conflict, where a Board Director, volunteer, staff person or contracted provider of bookkeeping services and occasional administrative support holds office in another organization whose objects and purpose are related or similar to NLPSPA.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Approved:** Board of Directors, October 17, 2019