



OTTAWA COALITION TO END VIOLENCE AGAINST WOMEN **Conflict of Interest Policy**

Policy

All staff, students, volunteers and members of OCTEVAW are to declare a conflict of interest when one exists.

Definition

A conflict of interest may be real or perceived. It may occur if one's outside activities, personal interests, representation, or position of power influence or appear to influence one's ability to make objective decisions, result in an unfair advantage or personal gain and/or conflict with the best interests of the Coalition.

Procedure

1. Staff, students, volunteers or members in question should not participate in any action where they may be in a conflict of interest, i.e. discussions, decision-making or voting.
2. Staff, students, volunteers or members who know of a conflict of interest held by another staff, student, volunteer or member should inform the individual in question when appropriate and as soon as possible.
3. If no declaration and/or action is taken by the individual then the conflict of interest should be made known to other staff, students, volunteers or members present or where the process is occurring.
4. A majority vote of the Steering Committee may be taken and a decision may be made as to the existence of a conflict of interest. If a conflict of interest is determined, the staff, student, volunteer or member in question will be asked to remove her or himself from the proceedings.

Examples

1. An OCTEVAW staff, student, volunteer or member combines personal gain and coalition political activities when lobbying or attempting to influence government officials.
2. An OCTEVAW staff, student, volunteer or member accepts third party benefits, advantages, fees, honoraria or favours arising out of activities associated with their official capacity within the coalition. (Please see the OCTEVAW Tips and Gifts policy)

OCTEVAW

Title of Document: Conflict of Interest Policy, Category: Governance

Approved by: Steering Committee

Date: January 12, 2010, Revision/Reviewed Dates: