

# **CONFLICT OF INTEREST GUIDELINES**

## **Port Credit Business Improvement Area (PCBIA)**

### **January 11, 2012**

**Objective:**

- to protect the integrity of the BIA and its decision-making processes
- to enable its members to have confidence in the decisions made in their best interests
- to protect the integrity and reputation of its Board members, Staff and volunteers
- to support maintenance of confidentiality
- to help maintain trust and focus on the BIA's mandate
- to help maintain the exercise of authority appropriately

As conflicts may arise from personal or professional affiliations, members must be vigilant not only about decisions, but also how decisions are made, e. g. by the right individual/s, in an objective, informed process according to the objectives and policies of the BIA.

The standard of behaviour at the BIA is that all Staff, Board members, and volunteers scrupulously avoid potential or real conflicts of interest between the interests of the BIA and those it is elected to represent lawfully, and the personal, professional and business interests of any other person or group.

Connections with groups doing any business/transactions with the Board (e.g. material financial interests, family interests, contractual, special interest, vendor, supplier, gifts/gratuities providers, etc.) ought to be disclosed. (see below)

Members and stakeholders should not participate in, or hear, such discussions, or vote on matters affecting transactions between the BIA and any other group, which may be in conflict.

Members/participants in Board business shall take special care not to disclose confidential information revealed through conflict of interest disclosures.

**Signatories recognize that:**

Conflict of Interest, real or potential, will be fully disclosed to the Board:

- when you join the BIA Board
- as soon as new or potential conflicts of interest become evident
- if evident then only, at the start of meetings
- at the start of discussions if it becomes evident at that late stage

The Conflict of Interest Guidelines are to be reviewed by stakeholders annually, and a signature is required.