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## Conflict of Interest Guidelines

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### Preamble

The Rideau Valley Conservation Foundation (RVCF) seeks local candidates to be on its Board of Directors from diverse backgrounds for their skills and knowledge. The intentional recruitment of candidates, who may or may not be related to our scope of work, can sometimes put Board members in positions of a real or a perceived conflict of interest. The RVCF presents the following Conflict of Interest Guidelines in recognition of this potential position to be experienced by its Board of Directors and staff.

The RVCF may receive gifts of money, land or services and this information may be confidential in nature. The RVCF does also approve service providers annually and attention should be paid to these discussions.

### Application

These guidelines shall apply to all Board of Director members and staff participating in the consideration of any matter considered by the RVCF.

### Guidelines for Conduct

Board of Director Members and staff shall not:

- engage in any business or transaction or have a financial or personal interest which is incompatible with the discharge of their official duties;
- place themselves in a position where they are under obligation to any person who might benefit from special consideration or favour on their part or who might seek in any way preferential treatment;
- accord, in the performance of their official duties, preferential treatment to relatives or to organizations in which they or their relatives have an interest, financial or otherwise;
- place themselves in a position where they could derive any direct or indirect benefit or interest from any matter about which they can influence decisions; and
- benefit from the use of information acquired during the course of their official duties which is not generally available to the public.

## Hospitality

Board of Directors members and staff shall not accept gifts, hospitality, or entertainment that could reasonably be construed as being given in anticipation or recognition of special consideration by the RVCF.

## Disclosure

Whenever a Board of Directors Member or staff considers that they could be involved in either a real or perceived conflict of interest as prohibited by these Guidelines, they shall disclose the situation to the Chair, or the person designated thereby, and shall abide by any decision made by the Chair, or the designated person, with respect to such conflict of interest without recourse.

Where a Board of Directors Member believes or has been advised that they have or may have a conflict of interest in a particular matter, they shall:

1. Prior to any consideration of the matter, disclose their interest and the general nature thereof;
2. Recuse themselves for the duration of time that the matter is being considered; offer to leave the room;
3. Not take part in the discussion of, or vote on any question or recommendation in respect of the matter; and,
4. Not attempt in any way whether before, during or after the meeting to influence the voting on any such question or recommendation.

Responsibility for actions to be taken and on-going monitoring of Foundation transactions will be at the discretion of the Chair of the Board of Directors.

## Implementation

Once a new Board of Directors Member has been approved by the Executive or a new staff member hired, a copy of these Guidelines will be sent to them and included in their Orientation Package. These guidelines will be reviewed by each Board and staff member at or before the first meeting after the AGM. These guidelines are intended for the Board of Directors and staff.

## Review

This policy is reviewed regularly and updated as required.

Adopted on: November 21, 2016  
Reviewed and Approved on: April 24, 2017