

## CCI-GRC Policy on Conflict of Interest

Individuals serving as fiduciaries including the Board of Directors of the Canadian Condominium Institute – Grand River Chapter (CCI-GRC) shall at all times act in a manner consistent with their legal and ethical responsibilities to the Institute, and shall exercise particular care that no detriment to the Institute results from conflicts between their interests and those of the Institute. If any such individual believes that he/she may have a conflict of interest, the individual shall promptly and fully disclose the possible conflict and shall refrain from participating in any matter in which the possible conflict relates until and unless any such possible conflict has been satisfactorily resolved. The final authority on this issue is the Board of Directors.

All Directors of the CCI-GRC Board, Committee members, staff, employees, contract workers and consultants shall be governed by this Conflict of Interest Policy and will sign the attached statement and file it as therein required no less than 30 days after election to the Board and update it promptly if and when a change in status occurs.

A conflict of interest shall exist where a Director, Committee member, staff, employee, contract worker or consultant could use any Institute office or position or information to promote any personal business interest or to If a person is in a position or relationship that may be deemed to pose a conflict of interest with programs or policies sponsored or endorsed by this Institute, the Board shall consider whether or not a conflict of interest exists, and shall take one or more of the following actions:

1. Determine that there is no conflict of interest;
2. Determine that such individual's disclosure of the position or relationship in the most recent "conflict of interest" statement, is sufficient and that no further action is warranted;
3. Request that the individual divest himself/herself of the position or relationship that poses the conflict of interest;
4. Require that the individual:
  - (a) Refrain from all Board deliberations and actions on issues that pose a conflict of interest, including abstaining from voting or
  - (b) Be physically absent from all Board deliberations and actions on positions that pose a conflict of interest; or
  - (c) Be denied access to any and all confidential information, including written documents and oral and written reports, that relate to issues that pose a conflict of interest; or
  - (d) Require that the individual voluntarily resign, failing which such individual may be removed from his/her position or relationship with CCI-GRC.

In consideration of my election/appointment, I hereby promise and agree to abide by the following:

1. I agree not to use any Institute position to promote my personal business interest or to promote the business interest of any other entity.

2. I agree not to use any reference to my past, present or future Institute offices in promotion of the business interests of myself or of any other entity.

3. I agree that I shall keep private and confidential any and all information received and I undertake that I shall not disclose any of same unless or until made public by the Board. I agree that I shall not capitalize on, or profit from any information gained as a result of my past, present or future Association or position.

4. I agree to promptly disclose any actual, potential or future conflict of interest of which I have knowledge, in writing addressed to the Board of Directors, care of the President of the Institute at her/his regular business office with a copy to the Operations Manager of the CCI-GRC by fax and by regular mail and the President shall circulate same to the Board.

I acknowledge and agree that the information so disclosed may be made available to CCI-GRC Members unless I have specifically requested in writing that such information be kept confidential. Once I have requested that such information remain confidential, I acknowledge and agree that the Board of Directors shall have final authority in determining whether such information shall be released to CCI-GRC Members as a whole.

Some examples of a conflict of interest include, but are not limited to: if I or a member of my family, directly or indirectly have a business, commercial, financial or any other interest in an outside entity or serve in an advisory or fiduciary capacity for a third party insurance company, managed care organization, practice management franchise corporation or other type of business management arrangement, or manufacturing or supply company.

5. I agree to leave the room (or such other action as the Board of Directors may decide or direct) during debate or decision-making or whenever a decision or lack of decision on the part of the Institute would directly or indirectly affect any personal business interest.

6. I agree that the CCI-GRC Board of Directors shall have final authority on any dispute or conflict of interest and I agree to abide by its decision.

7. I agree that this information shall be accessible to CCI-GRC Members to the extent permitted by law.

8. I agree to abide by the CCI-GRC Policy and Protocol on Conflict of Interest which forms part hereof.

Name: \_\_\_\_\_

(Please type or print)

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

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