

CONFLICT OF INTEREST POLICY

For ACTRA Manitoba Members of Council

Overview

ACTRA Manitoba Executive Council members are elected to their positions by the general membership and, as such, must meet the ethical standards of the organization. Council members have a duty to be well-informed and fair in all decision-making, which can sometimes be affected by other interests (both personal and professional). Such conflicts of interest are unavoidable and must be managed properly in the interest of maintaining the integrity of the Council. This policy outlines the steps for all Council members to address Conflict of Interest situations.

Scope

This policy applies to all Council member of ACTRA Manitoba for the duration of their terms in office. The policy may also apply to staff and volunteers if so noted by the Council.

Definitions

In general, a conflict of interest arises when an individual has a competing interest with the organization they represent. They may have a vested interest in a potential outcome of a decision, for themselves or for relatives and close friends. All principles of neutrality and impartiality must be safeguarded at all times.

Conflicts of Interest include, but are not limited to:

- situations in which a Council member may benefit financially and/or personally from a decision made by the organization;
- all matters which could impair the member's ability to act in the best interest of the organization, or the perception of this;
- actions that could compromise the trust that the general membership places in the Council.

Policy Application

ACTRA Council members are required to take responsibility to self-declare possible conflict of interests, and if needed, respectfully raise possible conflicts faced by others on the Council. Self-declaration must be recorded in minutes. If needed, the Council will discuss to decide if a conflict exists and if so, what measure will be taken. Declarations, discussions, and decisions must all be documented.

The options for mitigating or eliminating a conflict of interest:

- (for a single event, non-recurring issue) remove the Councilor from the decision-making at the time.

- (for an ongoing or recurring issue) remove the Councilor from all related decisions and duties.
- (for more serious and substantive issues) have the Councilor resign from their position temporarily, permanently or withdraw their membership.
- In all cases National Policy on conflict of interest shall take precedence.

The Branch Representative will be the final word on any Conflicts of Interest situations.

Staff of the Manitoba branch will ensure that any contracts or service agreements offered which pay in excess of \$500.00 will be posted in advance of hiring. These postings will be placed on the ACTRA Manitoba website and by member bulletin.

The Agenda for all Council meetings should be circulated in advance of all meetings so that Council members have an opportunity to review and decide if there are any conflicts that they may need to declare.

Breach of Policy

Should a conflict be revealed after the fact, it will result in sanctions and potential removal from Council.