

CONFLICT OF INTEREST POLICY

GENERAL

1.01 Purpose. This Conflict of Interest Policy is intended to ensure the highest standards and maintenance of the integrity of the IIWR-MB. Directors shall act at all times in the best interests of the IIWR-MB. This means performing their duties and executing the affairs of the IIWR-MB in such a manner that promotes public confidence and trust in the integrity, objectivity, and impartiality of the Board.

1.02 Definitions.

1. **Co-Chair(s):** Co-Chairs of the Institute for International Women's Rights-Mb Board of Directors.
2. **Conflict of Interest:** A conflict of interest refers to situations in which personal, occupational, or financial considerations may affect, or appear to affect, a Director's objectivity, judgment or ability to act in the best interests of the IIWR-MB and includes conflicts as described in subsection 2.02 hereof.
3. **IIWR-MB:** Abbreviation used throughout this document to reference the Institute for International Women's Rights - Manitoba.
4. **Member:** A person who had paid the IIWR-MB membership fees for the designated year, or who has made alternate membership payment as described in the Alternate Membership Payment Policy.
5. **Officer(s):** Understood as per the IIWR - MB By-Laws as any individual(s) who holds the office of: president or co-presidents, vice-presidents, secretary, and treasurer and any such other officers as the Board of Directors may determine by by-law.

1.03 Conflict of Interest may be Real, Potential or Perceived. A real conflict of interest arises where a Director has a private or personal interest, for example, a close family connection or financial interest. A potential conflict of interest may arise when a Director has a private or personal interest such as an identified future commitment. A perceived or apparent conflict of interest may exist when a reasonable, well-informed person has a reasonable belief that a Director has a conflict of interest, even if there is no real conflict.

PROCEDURE

2.01 Determine whether there is a Conflict of Interest. The first step of the process is to determine whether there is a conflict of interest.

2.02 Examples of a Conflict of Interest. The following examples constitute, without limitation, Conflicts of Interest under this Policy:

1. Any circumstance that may result in a personal or financial benefit to a director or their family, business associate, or friend. This includes, but is not limited to, accepting any

payment for services rendered to the IIWR-MB or accessing financial or other resources for personal use.

2. Personal interests which conflict with, or are otherwise adverse to, the interests of the IIWR-MB.
3. Seeking, accepting, or receiving any personal benefit from any individual or organization collaborating with or seeking to collaborate with the IIWR-MB.
4. Being a member of the board or staff of another person which might have material interests that conflict with the interests of the IIWR-MB or its Members; and, dealing with matters on one board which might materially affect the other board.

2.03 Disclosure. Once a real, potential or perceived conflict of interest has been identified, the Director must openly disclose the conflict before the Board or its committees dealing with the matter at issue.

2.04 Uncertain Matters. If the director is not certain whether they are in a conflict of interest, the matter may be brought before the Co-Chairs of the Board for advice and guidance. If the matter concerns a Co-Chair, the individual may raise the concern with the Secretary. If there is any question or doubt about the existence of a conflict of interest, the Board will determine by majority vote if a conflict of interest exists. The director potentially in a conflict of interest shall be absent from the discussion and shall not vote on the issue.

2.05 Board Vote. If there is any question or doubt about the ability of a director to act in the best interests of the IIWR-MB due to a conflict of interest, the Board will determine by majority vote if the director may still participate on the matter despite the conflict of interest.

2.06 Abstention. If the Board so decides, the director in question shall abstain from participation in any discussion on the matter, shall not attempt to personally influence the outcome, shall refrain from voting on the matter, and/or shall leave the meeting for the duration of any such discussion or vote.

2.07 Recording of Minutes. The disclosure and decision as to whether a conflict of interest exists shall be duly recorded in the minutes of the meeting. The time the Director left and returned to the meeting shall also be recorded.

2.08 Request for Redaction. If the individual who the conflict of interest pertains to requests that their name be redacted, that decision can be made by board vote.