

CONFLICT OF INTEREST GUIDELINES AND POLICIES

PURPOSE

These guidelines are to provide guidance to the members of the Board of Directors and CSTM committees to identify and address situations that may arise that may put a member in a conflict with their professional, business, volunteer or personal interests. These guidelines and procedures serve to preserve the integrity of the decisions and business of the CSTM Board of Directors and committees.

DEFINITIONS

Interest means any commitment, investment, relationship, obligation, or involvement, financial or otherwise, direct or indirect, that may influence a person's judgment.

Conflict of Interest - is present when, in the judgment of the Board of Directors, a board or committee member's stake in the transaction or decision is such that it reduces the likelihood that their influence can be exercised impartially in the best interests of the CSTM. The conflict of interest exists whether or not the individual allows the conflict to influence their decisions or actually benefits from the transaction or decision. The guidelines and procedures apply equally for actual, apparent, and potential conflict of interest situations.

IDENTIFYING CONFLICT OF INTEREST

Actual, apparent or potential for conflict of interest is not always easily recognized. The member must, when considering the acceptance of a nomination or appointment, examine the mandate of the Board or committee and the reason the member was asked to consider membership on the Board or committee. During the member's tenure, situations may arise where there may be conflict of interest. In each instance, a member should answer the question "Would others on the Board or committee trust my judgment if they knew of this particular situation?"

PROCEDURES

- When a member is asked to accept a nomination or appointment to the Board or committee, the member should review the Conflict of Interest Guidelines to determine if there is potential for conflict of interest with their professional, business, volunteer or personal interests.
- Prior to each meeting the Board or committee member should review the agenda to identify items that may constitute a conflict for the member.
- Each agenda of CSTM meeting must have the agenda item 'conflict of interest' following the agenda item 'approval of the agenda' to give any member an

- opportunity to declare agenda items which may be a conflict of interest for them.
- During the discussion at a meeting it may become apparent to a member that there is a conflict of interest. The member must immediately identify the conflict of interest and should be excused from the discussion.
 - Exclusion of a member due to a conflict of interest must be documented in the meeting minutes.
 - Failure to declare conflict of interest may result in removal from the board of directors or committee.
 - **Reward points** – no individual CSTM member should benefit from reward points provided by the host hotel/conference centre as part of the conference venue contract for the annual conference, board of directors meetings or other CSTM committee meetings. If hotels offer point incentives, the chair/cochair should investigate other options for their use. e.g. donating reward points to charity.

REFERENCE

Conflict of Interest Guidelines, National Council for Non-Profit Organizations