

## APPENDIX 1.2

### **CONFLICT OF INTEREST POLICY**

A conflict of interest occurs when an individual makes a decision, is present when a decision is made or participates in making a decision in carrying out his or her role that may directly or indirectly confer a benefit on the individual or any person with whom the individual does not deal at arm's length, and at the same time knows that in making the decision there is an opportunity to further his or her private interest or the private interest of a person with whom the individual does not deal at arm's length.

Whether an individual "does not deal at arm's length" with another person depends on the facts of the particular situation. In all cases, however, it includes the individual's spouse, member of the individual's family (both immediate and more distant), friends, close neighbours, and close work colleagues.

Whether the decision "confers a benefit on the individual or any person" also depends on the facts of the particular situation. It includes such things as an increase in salary, approval of employment or a call or appointment, and election to a particular office.

These are two aspects to conflict of interest: (1) People must not be in an actual conflict of interest, and (2) they must not appear to be in a conflict of interest to those outside of the process. It is critical to avoid both actual and perceived conflict of interest. If someone participates in a decision when she or he is in a conflict of interest-either real or apparent- the decision may be subject to appeal or a legal challenge as a result.

Members need to make the congregation, Council or committee aware of any possible conflict of interest or bias as soon as possible.

Reference: Handbook for Joint Needs Assessment Committees (UCC) pg 13-14 (2006 draft)