



## POLICY - CONFLICT OF INTEREST

Members of Safe Communities (SC) Northumberland County are individuals in decision-making roles chosen for their expertise, leadership in their fields or their representation of specific community groups/organizations. SC Northumberland County benefits from the expertise of individuals with a multiplicity of interests; however, those interests must not conflict with the interests of SC Northumberland County nor impair public support and respect.

Declaring a conflict of interest can pose a serious challenge for any organization or group, but in itself does not necessarily imply wrongdoing. Conflict of interest is a situation to be remedied. This policy on conflict of interest is intended to assist in identifying any situation in which an impartial observer might reasonably question whether a members action are influenced by considerations of private interests (which can include financial interests, interests related to personal relationships, or interests related to other outside activities the member is involved in). Furthermore, this policy provides a framework for decision making and action to members of the Safe Communities (SC) Northumberland County Lead Table and Sub-Committees.

### **Conflict of Interest**

A member will be regarded as being in conflict of interest when that individual has the opportunity or ability to utilize their position within SC Northumberland County to influence, directly or indirectly, a decision or action which could result in personal gain, advantage or benefit for the member or a member of their immediate family. A member is in conflict of interest when there is the potential to favour private or personal interests over the interests of SC Northumberland County.

Understanding that a conflict of interest is a situation, not an accusation, a member will:

- 1) *Recognize it;*
- 2) *Disclose it;*
- 3) *Remove themselves from the decision-making and from the entire discussion.*

### **Recognize it**

Members must react as soon as a situation raises doubts. Conflict of interest can sometimes be subtle. Having a meeting agenda in advance may assist members in early recognition of a potential conflict of interest.

Examples of conflict of interest situations may include:

- Using privileged or confidential information for personal gain;
- Using one's current position at SC Northumberland County to promote external business activity/solicit services or materials for personal gain;
- Participating in the appointment or hiring of a person with whom the member has a marital, intimate personal or familial relationship



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### **Disclose it**

Members must disclose potential, perceived or real conflicts of interest. A full disclosure of the situation is necessary in order to make a determination of conflict of interest. Disclose the conflict, verbally or in writing, including the nature and value of any personal interests that could conflict with those of SC Northumberland County to the Co-Chairs of the Lead Table. Members should also include in the disclosure any action taken or that could be taken to reduce or eliminate the conflict. The Co-Chairs will notify other members of the Lead Table.

Once disclosed, the information will be reviewed by the Lead Table and a decision will be made by the Lead Table regarding the next step(s), i.e., whether a conflict of interest exists, the seriousness of the potential or actual conflict of interest and what steps are necessary to protect SC Northumberland County against the conflict of interest.

### **Remove themselves from the decision-making, and from the entire discussion**

Members who are in a conflict of interest situation will excuse themselves from the discussion and physically leave the room while the issue/topic is being discussed. Furthermore, they will not vote on the issue or attempt to influence voting members.

### **Failure to Adhere to Policy**

Failure by any member to adhere to this policy will be addressed by the Lead Table and may warrant, in extreme circumstances, the dismissal of the member from SC Northumberland County.