



CONFLICT OF INTEREST

A conflict of interest for an OFHSA member is any situation in which the individual's private interests may be incompatible or in conflict with his or her Federation, H&S Council or Association member responsibilities.

An OFHSA member (at the Federation, H&S Council or Association level) may occasionally find themselves in a conflict of interest position in terms of an issue under consideration that would be of financial benefit to individual OFHSA members, thus influencing their decision. Keep in mind, a conflict of interest may exist whether or not a monetary advantage has been or may be conferred on an OFHSA member or his or her family.

A Conflict of Interest may be Actual, Perceived or Potential:

Actual: When an OFHSA member has a private interest that is sufficiently connected to his or her duties and responsibilities as a member that it influences the exercise of these duties and responsibilities.

Perceived: When well-informed persons could reasonably believe that an OFHSA member has a conflict of interest, even where, in fact, there is no real conflict of interest.

Potential: When a Federation, H&S Council or Association member has a private interest that could affect his or her decision about matters proposed for discussion.

When this happens, OFHSA members have a duty to declare a conflict of interest (actual, perceived or potential) in relation to any meeting agenda.

Meeting Guidelines:

1. "Declarations – Conflict of Interest" - standing agenda item (follows "Approval of Agenda")
2. The *member should declare* that they are in a conflict of interest situation
3. The member should not vote on any decision made on the issue

This provides an opportunity for a member to declare in advance, private interest in a specific agenda item, to refrain/absent themselves from any discussion of that specific topic, to allow the meeting to carry on and complete the business of that agenda item.

A Federation, H&S Council or Association member should try to avoid situations in which a conflict of interest is likely to result whereas:

- the member's ability to carry out his or her duties and responsibilities with the Federation, H&S Council or Association may be jeopardized;
- the Federation, H&S Council or Association member or his or her relatives gain or benefit indirectly;
- favours or economic benefits are accepted by the member from any individuals, organizations, or entities known to be seeking business contracts with the school, school board, the Federation, H&S Council or Association;
- any family member, friend, person, organization, or business entity associated with the member will be favoured or benefit.

*Conflict of Interest (COI) guidelines are intended to protect the integrity of the decision-making process
Adapted: School Council, A Guide for Members; 2013 RR's Demystified*