



Manitoba Crafts Museum and Library **CONFLICT OF INTEREST POLICY**

1.0 INTENT

The purpose of the Conflict of Interest Policy is to communicate MCML's expectation of Board members, staff persons, and volunteers based on standards of integrity, impartiality, ethical conduct and vigilance to prevent actual, perceived, or potential conflicts of interest.

2.0 DEFINITIONS

2.1 Conflict of interest is when a party has competing interests or loyalties because of their obligations of allegiances to a related person or organization beyond MCML.

2.2 Private Interests are any matter, including a related to financial or personal ties, that might influence the actions taken or decisions by anyone covered by this policy

2.3 Related Persons are any person or entity associated to anyone covered by this policy, including a family member, friend, business associate, or any corporation, joint venture, partnership or business

3.0 POLICY

3.1 Everyone covered by this policy must maintain high standards of integrity, impartiality and ethical conduct. They must be constantly aware of the need to avoid situations which might result either in an actual, potential, or perceived conflicts, and to conduct themselves in a manner which commands the respect and confidence of MCML's members, stakeholders, and the broader community.

3.2 This policy complements, but does not replace, the provisions of any relevant legislation or any other statute, contract, rule, or statement which impacts the MCML.

4.0 PROCEDURE

- 4.1** Should an employee or board member believe they may have conflict of interest regarding a specific decision to be made, they shall disclose any real or potential conflict of interest to the Board or Board Chair before discussion or decision making ensues.
- 4.2** The person who identified the conflict will withdraw from any discussion or decision-making process involving the conflict of interest and refrain from influencing the decision in any way.
- 4.3** Conflicts of Interest may not always be clear-cut, therefore, where potential conflicts arise, the conflicted party should consult Board Chair for clarification.
- 4.4** All declared or potential conflicts of interest will be evaluated in a timely manner through review of information brought forward, interviews with affected parties, and opportunities to discuss potential mitigation of the conflict when appropriate.
- 4.5** Board members and the curator shall be required to sign a conflict of interest disclosure annually (see appendix A).

5.0 POLICY REVIEW

This policy shall be reviewed at least once every three (3) years.

Date adopted by the Board of Directors: 1 June 2022

President

Date

Conflict of Interest Disclosure Form – Board of Directors / Curator

Full Name _____

Names of entities and corporations in which you have a substantial investment, such as ownership or directorship, and the position held:

Organization	Position
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I hereby certify that I have read and understand the Conflict of Interest policy and that the information disclosed is complete and accurate as of the date below. I also agree to identify possible conflicts of interest as they may apply to my decisions or may be perceived to apply to my decisions.

Signature

Date Signed