



Climb Nova Scotia

Conflict of Interest Policy

Policy statement

Climb Nova Scotia (CNS) believes it imperative that all policies and decisions made by the Board of Directors are done so fairly and impartially. It is important that the members and public perceive CNS executives' actions as being consistent with high standards of ethical conduct set for all Board members.

A "conflict of interest" occurs when an individual's private interest interferes, or appears to interfere, in any way with the interests of Climb Nova Scotia's mandate. A conflict situation can arise when a Board member takes actions or has interests that may make it difficult to perform his or her function objectively and effectively. This document clearly defines situations that may give rise to an actual or perceived conflict and outlines actions to be taken in response.

Definition of a conflict of interest

A conflict of interest is a situation in which a person has a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties as a Board member.

Examples of a conflict of interest

The following is not an exhaustive list and should be considered merely a guideline used to assess if a particular circumstance constitutes a conflict of interest:

- Acceptance of in-kind contributions, hospitality, or gifts valued at more than \$100 from any person who has or seeks a work relationship with Climb Nova Scotia
- Participation in decision making about an issue in which the person has a direct financial interest
- Participation in decision making about an issue affecting remuneration of family or friends
- Use of CNS property, equipment, or resources for personal interests or profit
- Membership in an interest group seeking to influence Board policy
- Use or release of confidential information for personal interests

It is not possible to list all situations or relationships that may create a conflict of interest or the appearance of one, so each situation must be evaluated on its particular facts. Therefore, a Board member who seeks to participate or engage in activities that could create a conflict of interest or the appearance of one must obtain prior approval from the Board.



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How Climb Nova Scotia will address an actual or perceived conflict:

1. When a Board member perceives that s/he may have a conflict of interest, s/he shall declare the conflict PRIOR to discussion of the issue with the Board. The Chair shall rule as to whether the declaration constitutes a conflict. If the Chair rules that a conflict exists, the member shall not engage in discussion, or vote, and shall be required to withdraw from the meeting for the duration of debate.
2. When a Board member perceives that another member has a conflict of interest that has not been declared, the Board member may request the Chair to rule. While the Chair determines whether or not a conflict exists, all debate on the issue before the Board will cease. If the Chair rules that a conflict exists, the member shall not engage in discussion, or vote, and shall be required to withdraw from the meeting for the duration of the debate.
3. In the event that the Chair has a conflict or perceived conflict the Secretary will fulfill the role of investigating and ruling on the conflict. If the Chair is required to withdraw from the meeting the Secretary shall act in her/his place for the duration of the debate.
4. Identified conflicts of interest and the actions followed should be documented and disseminated at the annual general meeting (AGM) to the CNS member body where the Board deems it appropriate to do so in the interest of transparency.