

# Conflict of Interest

Policy 1502

Revised: January 31, 2021

## Purpose

**BRPC Team Members** are expected to act in a manner that advances the interests of **BRPC** and safeguards its reputation and integrity. This especially applies to **Senior Team Members**. Their relationship with **BRPC** is based on the understanding that conflicts of interest do not exist or will not affect their decision-making ability.

This conflict-of-interest policy is designed to ensure the integrity of **Blue Ridge Pride Center, Inc. (BRPC)** and to protect its interests when entering into transactions and relationships that might benefit the private interest of a **Senior Team Member**.

## Definitions

- ❑ **Senior Team Members** include members of the **Board of Directors**, the **Executive Director**, and **Directors of Programs, Functions, and Major Projects**.
- ❑ A **Conflict of Interest** is present when a **Senior Team Member's** stake in a transaction, decision, or relationship is such that it reduces the likelihood that the **Senior Team Member** can be counted on to act impartially and in the best interests of **BRPC**.
- ❑ An **Apparent Conflict of Interest** is present when a **Senior Team Member's** stake in a transaction, decision, or relationship is such that it invites public distrust in the ability of the **Senior Team Member** to act impartially and transparently.

## Disclosure & Review

- ❑ All **Senior Team Members** must complete an **Annual Disclosure Document** listing potential conflicts of interest they may have in carrying out their responsibilities. This should disclose current or recent (prior twelve months) participation in, or affiliation with, any organization involved in a material relationship with **BRPC**. Examples include employment, volunteer services, or a close professional or personal relationship with someone who is part of such an organization.
- ❑ If, during the year, any real, perceived, or potential conflict of interest arise:
  - **Board Members** and the **Executive Director** will immediately inform the **Board President**. The **Board of Directors** will decide, by formal vote, whether a conflict of interest exists and what measures to take. The minutes of any meeting of the Board pursuant to this policy shall record reported conflicts of interest, discussion, and eventual decisions. Interested parties must absent themselves from discussion and may not vote.
  - Program, Function and Project **Directors** will immediately inform the **Executive Director**. The **Executive Director** may take a direct decision or submit the issue to the **Board President**. In either case, the **Executive Director** shall record reported conflicts of interest and decisions taken in their formal report to the Board.

## Integrity of Action

All **Senior Team Members** must refrain from taking any action, or making any statement, intended to influence the conduct of **BRPC** and its **Team Members** in such a way as to:

- ❑ Confer a financial benefit to themselves, their immediate family members, or any organization in which they or their immediate family members have a significant interest.
- ❑ Deploy **BRPC** assets and relationships to the benefit of another organization, except where openly agreed to and consistent with **BRPC** interests.

**Board Members** will not vote on any decision where there is a real, perceived, or potential conflict of interest.

## Violations

- ❑ Unauthorized participation in any activity prohibited by this Policy can result in immediate separation from **BRPC** and termination.

## Examples

Some conflict-of-interest situations are easily identifiable, whereas others are more subtle. Some of the more common situations are set out below. This list is illustrative only and should not be regarded as all-inclusive:

- ❑ Accepting Payments, Gifts or Personal Services: No **Team Member** shall accept payment of any kind (including gifts, cash, discounts, concessions, services or other similar item or benefits) for services rendered as a representative of **BRPC**. This

includes payment for speaking engagements or for participation in workshops or similar activities, except where approved in advance by the **Executive Director** or **Board President**.

- ❑ **Gifts / Personal Services to Clients:** Clients are people and organizations who receive mentoring, counseling, coaching, training, or other support services – either individually or as part of a group. A **Team Member** may not give or accept gifts or personal favors of more than token or nominal value (not more than \$15) from any **client**. This includes meals and entertainment. A **Team Member** shall not buy goods or possessions for or from a **client** or sell anything to a **client**. **Team Members** shall not act under any power of attorney, or as an executor, or witness to any legal or financial transactions for a **client**.
- ❑ **Inside Information:** Inside information should not be used either for the purposes of gaining advantage for one’s self, a close relative, or another organization or for any other purpose not specifically approved by **BRPC**.
- ❑ **Competing with BRPC:** No **Team Member** shall prevent or hinder **BRPC** from lawfully competing with others or divert business or personnel from **BRPC**.

## Forms

- ❑ Annual Conflict of Interest Disclosure Document