



CONFLICT OF INTEREST POLICY

STATEMENT OF PRINCIPLES:

Integrity is a core value of The Coquitlam Foundation and all actions of the Board of Directors are founded on the principle of ethical leadership. Part of ethical leadership is the avoidance and disclosure of any conflict of interest. Having a potential conflict of interest is not in itself cause for concern. Disclosure protects both the individual director and The Coquitlam Foundation from charges of unethical behavior or improper decision-making.

The Board of Directors is conscious of the possible or perceived conflict of interest which may arise in the normal course of business of The Coquitlam Foundation or as a result of board members being connected to charitable organizations which have received or may apply for a grant from The Coquitlam Foundation. At the same time, it is recognized that the process of selection of board members inherently involves seeking individuals who have knowledge and experience related to the mission of The Coquitlam Foundation and who are, and will continue to be, active in the community. Likewise, The Coquitlam Foundation does not desire to deprive other charitable organizations, although they may be prospective applicants, from seeking the involvement and expertise of our board members.

This policy applies to the Foundation's directors, committee members, staff members, employees, consultants, contractors, agents, and volunteers.

It is in this context that the following policy is adopted:

DEFINITIONS:

Board of directors or board members mean the Board of The Coquitlam Foundation as defined in the Coquitlam Foundation Act.

Integrity means conducting all affairs of The Coquitlam Foundation in an honest, forthright and impartial manner and building our community relationships on the basis of respect for the values, perspectives and aspirations of others.

Conflict of Interest means a perceived, potential or actual conflict of interest between the unbiased exercise of judgement on behalf of The Coquitlam Foundation and:

- a) a perceived, potential or actual obligation to a person or organization that might benefit from special consideration related to a grant application; or
- b) a perceived, potential or actual benefit accruing to an individual, corporation, partnership, other business enterprise or non-profit organization of which the Board Member or a person in his or her immediate family is an officer, director, partner or substantial shareholder.

Immediate family means spouse or partner, children, grandchildren, parents or grandparents, siblings (and their immediate families), as well as any member of the extended family living under the same roof.

POLICY PROVISIONS:

Obligation to Declare

Whenever a board member has a financial or personal interest in any matter coming before the board of directors, the board shall ensure that:

- a) The interest of such member is fully disclosed to the board of directors.
- b) No interested member may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting of the board of directors at which such matter is voted upon.
- c) Any transaction in which a member has a financial or personal interest shall be duly approved by members of the board of directors not so interested or connected as being in the best interests of The Coquitlam Foundation.
- d) The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

Full Disclosure

No undisclosed or unrecorded asset or account is to be held or established for any purpose at The Coquitlam Foundation. No false or misleading entries will be made in the books and records of The Coquitlam Foundation for any reason. No payment will be approved or made with the knowledge or intention that any part is to be used for any purpose other than that described in the supporting documentation.

Non-monetary Transactions

No member of the board of The Coquitlam Foundation shall use for personal gain or advantage the Foundation's facilities, equipment, mailing lists, computer data, employee time or other assets.

Acceptance of Gifts

No board member shall accept gifts (other than of nominal nature) or use their position at The Coquitlam Foundation to obtain personal gain from those doing or seeking to do

business with The Coquitlam Foundation or any organization which has received, is receiving or is seeking to receive a grant, or to secure other financial commitments from The Coquitlam Foundation.

Non-Compliance

The Board Chair shall assess the circumstances surrounding any non-compliance with this policy and shall make a recommendation to the board up to and including the member being asked to resign from the board.

Orientation Program

This Conflict of Interest Policy shall form part of the orientation of every board member, of The Coquitlam Foundation. It shall also be reviewed as appropriate with volunteers serving as members of a committee.

The Conflict of Interest Policy shall be reviewed with all volunteers serving as members of a committee to the board.

Procedures

Before assuming their duties each board member shall disclose in writing that they have read and agreed to conduct themselves in accordance with this policy.

Each board member shall annually review and sign the attached Conflict of Interest Disclosure Statement.

This policy shall be reviewed every 3 years and amended as appropriate.

Public Statement

The Conflict of Interest Policy shall be posted on the Coquitlam Foundation website.

ANNUAL CONFLICT OF INTEREST DISCLOSURE STATEMENT

- 1. I am not a party to nor do I have a material interest in any person who is party to a material contract or proposed material contract with the Coquitlam Foundation.
- 2. The extent of any business, commercial or financial interests which may be or conceivably be construed as being an actual or potential conflict with my duties and responsibilities as a director of the Coquitlam Foundation are:

I propose to deal with the above actual or potential conflict in order to discharge my duties and responsibilities as a director of the Coquitlam Foundation and to avoid any conflict or appearance of conflict with such duties and responsibilities as follows:

By signing this statement, I certify that I have read and understood the Coquitlam Foundation's Conflict of Interest Policy established and approved by the Board of Directors and I agree to abide by the Policy and disclose any conflicts of interest that I, my spouse, or a dependent child of myself may have.

Date

Signature

Printed Name