

Conflict of Interest Policy

TKDNB

Purpose

The purpose of this policy is to clarify how TKDNB will handle decisions or transactions which give rise to a real or perceived conflict of interest.

Application

This policy applies to directors, officers, employees, committee members, volunteers and other decision-makers within TKDNB.

Statutory obligations

TKDNB is incorporated under [legislation] and is governed by the Act in matters involving a real or perceived conflict between the personal interests of a director or officer (or other individual involved in decision-making or decision-influencing roles) and the broader interests of the corporation.

Conflicts involving directors, officers and other decision-makers

Decisions or transactions which involve a real or perceived conflict of interest by a director, committee member or volunteer may be approved by TKDNB provided that:

- The nature and extent of the individual's interest is immediately and fully disclosed to the body which is considering or making the decision,
- After disclosure, the decision or transaction is properly approved,
- The interested individual abstains from voting on the proposed decision or transaction,
- The interested individual is not included in the determination of quorum for the proposed decision or transaction, and
- The decision or transaction is in the best interests of the corporation.

Conflicts involving employees

TKDNB will not restrict employees from accepting other employment, contracts or volunteer appointments during the term of their employment with TKDNB, provided that:

- The employment, contract or volunteer appointment will not diminish the employee's ability to perform the work contemplated in their employment agreement with TKDNB,
- TKDNB is notified in writing of the employee accepting other employment, contract or volunteer appointment, and gives written approval, and
- In TKDNB's sole discretion, the employment, contract or volunteer appointment does not represent a conflict with the employee's role, responsibilities and duties with TKDNB.

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Enforcement

A breach of any provision in this policy may give rise to discipline in accordance with TKDNB's By-Laws.

Review and approval

This policy was approved by the Board of Directors on [date] and will be reviewed by the Executive Committee on an annual basis.