

Conflict of Interest Policy:



Muslim Council of Calgary and its organizations

The association recognizes the importance of protecting the organization while preserving the rights of the Board members / directors / committee heads / employees to participate as private citizens in the life of the community.

This Conflict of Interest Policy outlines the parameters of conflict of interest for the directors, committee heads and employees of MCC AND AFFILIATED BODIES

Philosophy

The directors, committee heads and employees of MCC AND AFFILIATED BODIES are expected to adhere to the highest standards of personal and professional integrity and shall protect the interests of the MCC AND AFFILIATED BODIES and all its affiliated organizations with whom MCC AND AFFILIATED BODIES has signed contracts or MOU. Personal gains or gains for a separate organization with conflicting interests where the director is also a member, shall not conflict with duty to MCC AND AFFILIATED BODIES.

Procedures and guidelines for employees

- 1.** As organizational and leadership or employee relationship is founded on trust and commitment to strive for mutual benefits, it is expected that the employees' time/Labour/skill and attention will be devoted to the business of the association as specified by the bylaws or employment contract.
- 2.** The association's property, materials and services will be utilized only as requested or authorized by the employment contract
- 3.** Participation of the employee in other business, organizations or activities that compromise the employment relationship or disadvantages the association will be considered conflict of interest. Employees must consult with their supervisor/ Chairman Board or Board of Directors prior to engaging in any activities that may be seen as conflict of interest, such as, but not limited to:
 - a. Having a personal stake in an external business which may provide materials or service to the association
 - b. Being offered services or materials because of employment or position with the association
 - c. Making use of a position with the agency to solicit services or materials for personal gain

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- d. Utilizing association equipment, services, or materials for an external business. Material may be used for other charitable activities with the knowledge and permission of the board.
 - e. Pursuing personal gain over the well being or needs of people supported
4. The employees will not get involved with double dipping (i.e., being paid by same or different sources for the same amount of time).
 5. Employees who fail to honour the provisions of this policy will be in breach of the employment contract with the Association and may be subject to disciplinary action up to and including termination of employment.
 6. All employees must conform to the existing rules of the land.

Board members /Committee Heads

1. Members of the board of directors shall disclose to the board, prior to engaging in any activities that may be conflict of interest, such as, but not limited to:
 - Having a personal stake in an external business that may provide materials or service to the Association
 - Being offered services or materials because of employment or position with the Association
 - Making use of a position with the agency to solicit services or materials for personal gain
 - Utilizing association equipment, services, or materials for an external business. Material may be used for other charitable activities with the knowledge and permission of the board.
 - Pursuing personal gain over the well-being or needs of people supported
2. If a potential conflict appears at any time because of a director's personal related interest in a matter, the director shall advise their supervisor immediately.
3. Directors and related firms or suppliers are not precluded from selling goods, materials, or services to the MCC AND AFFILIATED BODIES provided this activity is consistent with generally accepted competitive commercial practices. Example will be a building contract where the competition is open and as per standards and guidelines generally accepted as reasonable.
4. A director or committee head shall be considered to have potential conflict of interest where he or she has a direct or indirect financial interest in a matter involving the MCC AND AFFILIATED BODIES and where the directors could influence or appear to be able to influence any decision on that matter by the MCC AND AFFILIATED BODIES. Examples include acceptance of personal gifts beyond moderate courtesy, purchasing decisions for personal gain, and/or written or public statements in conflict with MCC AND AFFILIATED BODIES or lobbying for other organizations with interests in conflict with MCC AND AFFILIATED BODIES.

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Responsibility

- ✓ The majority vote of the Board of MCC AND AFFILIATED BODIES is responsible for final decisions on any potential or actual conflicts of interest. Any board member of MCC AND AFFILIATED BODIES or a committee set up by the board may bring the issue forward by presenting the possibility of any potential or actual conflicts to the board of MCC AND AFFILIATED BODIES. Directors are responsible for declaring any potential or actual conflict of interest.

For reference only:

- ✓ These rules should always be interpreted with reference to the current legislation in Alberta and will remain to be interpreted under those laws if the two rules are in conflict.
- ✓ Website for HR Council for the Nonprofit Sector is www.hrcouncil.ca
- ✓ Non-compliance of this policy and procedures and or any By-Law pertaining to conflict of interest on the part of the board members shall constitute cause for removal from the board.
- ✓ Board members shall confirm in writing (by signing below) that they have received and read this policy and procedure at the first meeting of the board of directors that they attend following their election.

I, the undersigned, have read and understand all the information in this document and I agree to conduct my activities in accordance with its contents.

I also understand that breaching these standards may result in disciplinary action up to and including, warning, censure, termination or other legal remedy available to the Association/ Society.

Employee/ Director/ Committee head

Witness

(Print name)

(Print name)

(Signature)

(Signature)

(Date)

(Date)