

CONFLICT OF INTEREST POLICY – GLEPHA

PREAMBLE:

A board member, officer, employee or the holder of any position in Global Law Enforcement and Public Health Association (GLEPHA) must not exercise an official power or perform an official duty or function if the member has a conflict of interest or an apparent conflict of interest.

This policy cannot include or contemplate all possible situations, however, is to be interpreted broadly and relies upon board members, officers, employees of GLEPHA, and consultants to avoid any conflicts of interest or apparent conflicts of interest, and to report any situation that might reasonably be considered a conflict of interest. Generally, board members, officers, employees of GLEPHA, or consultants are to use good, professional judgement, act so as to not damage or disadvantage GLEPHA in any way, and are avoid any situation that might interfere with their duties with GLEPHA.

This policy should be read in conjunction with the GLEPHA *Code of Ethics*.

DEFINITIONS:

- Board member – As defined in the GLEPHA Constitution.
- Conflict of Interest - Is any situation in which any GLEPHA board members, member employees or holder of an officer position in GLEPHA, has a personal interest that either influences, or appears to influence the objective exercise of their role with GLEPHA. The behaviour must be in conflict with the official duties of their position on GLEPHA. This is not to limit legitimate efforts of board members, officers or employees, to further other interests provided they do not conflict with their roles with GLEPHA.
- Consultants – any person or organisation hired or voluntarily providing advice, guidance or service to GLEPHA in furtherance of GLEPHA objectives or projects.
- Employees – Any person acting in an official capacity for GLEPHA, whether as a compensated employee or a volunteer.
- Officer – Anyone appointed to or holding a senior position in GLEPHA, whether compensated or voluntary, such as; the Executive Director.

Examples of Conflicts of Interest

The following, though not all inclusive, are some possible situations to serve as examples to guide board members, officers or employees:

1. Acting for an Improper Purpose

When Board Members, Officers, or employees exercise their powers motivated by self-interest or other improper purposes. Board members, officers and employees must act solely in the best interest of the organization.

2. Transacting with the Organization

When a Board Member, Officer or employee transacts with the organization directly or indirectly, and that board member, officer or employee has a material, direct or indirect, interest in a transaction or contract with the organization.

3. Serving on the Board of Other Organizations

A board member, officer or employee may be in a position where there is a conflict of “duty and duty”. This may arise where the Board Member, Officer or employee serves as a Director of two organizations that are competing or transacting with one another. It may also arise where a Director has an association or relationship with another entity. For example, if two organizations are both seeking to take advantage of the same opportunity. A board member, officer or employee may be in possession of confidential information received in one boardroom or related to the matter that is of importance to a decision being made in the other boardroom. The board member, officer or employee cannot discharge the duty to maintain such information in confidence while at the same time discharging the duty to make disclosure. The board member, officer or employee cannot act to advance any interests other than those of the GLEPHA.

Recusal from Discussions and Decision

The Board Member or Officer who has declared a conflict shall not be present during the discussion or vote in respect of the matter in which the Board Member or Officer has a conflict and shall not attempt in any way to influence the voting.

Reporting

A board member, officer or employee has a duty to fully disclose any real or potential conflict of interest to the President of the GLEPHA board, or in the case of the President to the Vice-President and Secretary of the board.

Investigation

Where the board becomes aware of a conflict of interest or apparent conflict of interest it may, dependent on the circumstances, require an investigation to determine: whether the board member, officer or employee was in a conflict of interest or apparent conflict of interest, and if so: whether their actions might warrant discipline; or whether there was any harm to GLEPHA; or, whether further action would be required to prevent similar situations, or to mitigate any harm to GLEPHA or to other persons or organisations. The results of the investigation are to be reported in confidence to the GLEPHA board within a reasonable time.

The actions of a member found in conflict of interest may be considered conduct prejudicial to the Association, and may warrant disciplinary action in accordance with the GLEPHA Constitution.

Findings and Discipline

Where the findings of an investigation into a Conflict of Interest are that a member of GLEPHA was engaged in conduct prejudicial to the Association, the Board may appoint a Disciplinary Subcommittee in accordance with the procedures in Division 2—Disciplinary action, of the GLEPHA Constitution.

Record Keeping

A record of the conflict of interest or apparent conflict of interest reported to the President of the board will be kept by GLEPHA, including the details of any disclosure, the results of any investigation, and the resolution of the matter.