

## **SWRC Ethical Behaviour & Conflict of Interest Policy**

This policy applies to both directors and employees of the SWRC.

SWRC directors, when exercising their powers as directors, must act honestly and in good faith with a view to the best interests of the organization. The Non-Profit Corporations Act (Saskatchewan) refers to this obligation as fiduciary duty.

### **Ethical Behaviour**

SWRC directors and employees are expected to conduct themselves in an ethical and respectful manner. Ethical behaviours include, but are not limited to:

- Directors or employees must not use their office or position to coerce another for personal gain.
- Directors or employees must not use information confidential to SWRC for personal or organizational gain.
- Directors, excluding the Executive Director, who wish to perform paid professional services for the organization must remove themselves from the discussion of the work and take a leave of absence from the board for the term of the paid work or resign.

### **Conflict of Interest**

Fiduciary duty includes the concept that a director must not be in a conflict of interest position in relation to the corporation, i.e., directors must not put their interests above those of the organization.

It is considered a conflict of interest when:

- directors or employees propose a relative or friend be considered for a staff position
- directors or employees bring forward a project that has a direct benefit to his/her company or organization
- any other situation arises in which there exists the potential for a director or employee to put their personal interests ahead of those of the SWRC

In the event of an actual or perceived conflict of interest, the individual must declare the conflict and withdraw from any discussion on the matter. Their conflict and their withdrawal from discussion should be reflected in the board minutes, or other relevant meeting minutes. Individuals who don't declare their conflict of interest at the appropriate time may be asked to leave the service of the SWRC.

### **Notification of policy**

All new board members and employees should be made aware of this policy at the beginning of their tenure with the SWRC.