

Conflict of Interest Policy

Intent

El Sistema Grey Bruce - The Big Sound (also referred to as The Big Sound and/or TBS) has developed a Conflict of Interest Policy to guide the members of its Board of Directors, volunteers, and staff on potential, perceived, and actual conflict of interest situations.

Definition of Conflict

A conflict of interest is a situation where a person (i.e. Board Member, employee and/or Program volunteer) has an interest that may conflict/interfere with their ability to act in good faith and in the best interest of the organization.

Policy

No member of the Board of Directors will receive financial remuneration for serving on the Board.

No volunteer member of any TBS Committee shall receive financial remuneration for serving on that Committee.

Any TBS volunteer, who wishes to submit a proposal in response to a tendering call for a project/activity/purchase of service that directly relates to the work of the organization will take a leave of absence from their volunteer position during the development of the Request for Proposal/tendering process or until a decision is made on the awarding of the tender. If the work is awarded to the volunteer, they must resign from their volunteer position with the organization.

No current member of the Board of Directors will be allowed to tender for paid work with the organization.

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Fees or per diems awarded to any member of the Board, volunteer or staff for speaking engagements, public performances, writing of articles, and other similar activities/services rendered on behalf of The Big Sound shall be considered income for the organization. In order to implement this, any funds received for such activities should be made payable to El Sistema Grey Bruce - The Big Sound.

Members of the Board of Directors, staff and volunteers will be expected to declare potential conflicts of interest in the event an organization they are currently involved with in a voluntary or paid capacity undertakes a project/activity/service that may intersect/compete with and/or duplicate a project/activity/service that The Big Sound is directly involved in/with.

Members of the Board of Directors, volunteers and staff shall not accept gifts, or services. Expenses incurred by Board, staff or volunteers while performing their duties (for example meals and transportation) will be covered by the organization (see Orientation Handbook).

When a volunteer or staff member is directly involved in the decision-making around the purchasing of items and services from a supplier with which they have direct or indirect pecuniary interest, they will disclose this interest, declare a conflict, and not take part in any discussion or decision on the matter.

Where a Director, staff member, has any pecuniary interest, direct or indirect, in any investment matter in which The Big Sound is concerned, the person involved shall, as soon as practicable, disclose this interest, declare the conflict, and shall not take part in any discussion or vote on the matter. The disclosure of conflict of interest should be made at the time the matter is raised at a meeting of the Board of Directors or at such time as the person is aware of the interest.

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Every disclosure of a conflict of interest shall be recorded in the Minutes of the relevant Committee and/or Board of Directors meeting.

Failure to Disclose Conflict and Remedies

If the Board has reasonable cause to believe that a Director, Program volunteer and/or employee has failed to disclose an actual or possible conflict of interest, said person shall be provided with an opportunity to explain the alleged failure to disclose. If, after hearing the response and making such further investigation as may be warranted by the circumstances, the Board shall make a determination that said person has in fact failed to disclose an actual or possible conflict of interest. In these situations, the Board shall take appropriate action that may include the recommendation for removal of the member from the Board of Directors, termination of the Program volunteer and/or termination of the employee, as required/appropriate.

The failure of a person to comply with the procedures described in this Conflict of Interest Policy may result in the termination of their position with El Sistema Grey Bruce - The Big Sound.