

## THE PRESBYTERIAN CHURCH IN CANADA

### SECTION 2

### LIFE AND MISSION AGENCY

#### Program Support/Administration

#### CONFLICT OF INTEREST GUIDELINES

##### Policy 2.1.4

##### Date Adopted

March 2014, March 2017

##### Date to be Reviewed

March 2022

##### Body Responsible

Life and Mission Agency Committee

The Life and Mission Agency (LMA) Committee seeks to serve the church with faithfulness and integrity. This policy is intended to foster a culture of trust, reasonableness, transparency, and grace that makes it easy to recognize and disclose conflicts of interest and to address them.

A conflict of interest arises when a Committee Member may gain, or reasonably appears to gain, from a decision of the Committee. The benefit may also be to a person in the Member's family, an associate or an organization where the member is employed or serves in governance.

#### **Guidelines of the Life and Mission Agency Committee Members**

(staff are subject to an employee Conflict of Interest Policy)

1. At every LMA Committee meeting, each Member shall be asked to disclose any information that is or might be thought to be a conflict of interest regarding the items that are to be discussed.
2. All matters relating to a conflict of interest shall be recorded in the minutes of the meeting.
3. Where a Member is unsure if a conflict of interest exists, the Member shall seek the guidance of the Convenor. The Convenor shall make a preliminary determination whether a conflict of interest exists and so advise the Committee, which may then accept or alter the Convenor's recommended action.
4. Should a Member of the LMA fail to notice or disclose a conflict of interest, other members may raise the issue for clarification. Conflicts of interest are not necessarily unethical or indicative of wrong-doing. Where one Member identifies another Member as having a conflict of interest, it shall not be considered as an accusation of lack of integrity or of wrong-doing.
5. Members should routinely consider whether any item of business before the LMA presents a conflict of interest for them. Members disclose the conflict of interest to the LMA Committee as soon as possible after becoming aware of a conflict.
6. It may be prudent for the member to not participate in decision-making when in a conflict of interest. This may include leaving the room while the matter is discussed as well as abstaining from voting.
7. If the LMA Committee permits a waiver, it shall be recorded in the minutes of the meeting with reasons.