

VOLUNTEER CONFLICT OF INTEREST POLICY

STATEMENT OF PRINCIPLES:

Integrity is a core value of the Victoria Foundation and all actions of volunteers are founded on the principle of ethical leadership. Part of ethical leadership is the avoidance and disclosure of any conflict. Having a potential conflict of interest is not in itself cause for concern. Disclosure protects both the individual director and the Victoria Foundation from charges of unethical behaviour or improper decision-making.

Volunteers must be conscious of the possible or perceived conflict of interest which may arise in the normal course of business of the Victoria Foundation or as a result of volunteers being connected to charitable organizations which have received or may apply for a grant from the Victoria Foundation. At the same time, it is recognized that the process of selection of volunteers inherently involves seeking individuals who have knowledge and experience related to the mission of the Victoria Foundation and who are, and will continue to be, active in the community. Likewise, the Victoria Foundation does not desire to deprive other charitable organizations, although they may be prospective applicants, from seeking the involvement and expertise of our volunteers.

It is in this context that the following policy is adopted:

DEFINITIONS

Volunteers are defined as those who are serving as a member of the board of directors, on a committee, task group and/or advisory group with board-delegated powers or in any other capacity that might give rise to a conflict of interest.

Integrity means conducting all affairs of the Victoria Foundation in an honest, forthright and impartial manner and building our community relationships on the basis of respect for the values, perspectives and aspirations of others.

Conflict of Interest means a perceived, potential or actual conflict of interest between the unbiased exercise of judgement on behalf of the Victoria Foundation and:

- a) a perceived, potential or actual obligation to a person or organization that might benefit from special consideration related to a grant application; or
- b) a perceived, potential or actual benefit accruing to an individual, corporation, partnership, other business enterprise or non-profit organization of which the volunteer or a person in his or her immediate family is an officer, director, partner or substantial shareholder.

Immediate family means spouse or partner, children, grandchildren, parents or grandparents, siblings (and their immediate families), as well as any member of the extended family living under the same roof.

POLICY PROVISIONS:**Obligation to Declare**

Whenever a volunteer has a financial or personal interest in any matter coming before the board of directors, committee, task group, and/or advisory group, the board, committee, task/advisory group shall ensure that:

- a) The interest of such volunteers is fully disclosed to the board committee, task and/or advisory group.
- b) No interested volunteer may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting of the board, committee, task/advisory group at which such matter is voted upon.
- c) Any transaction in which a volunteer has a financial or personal interest shall be duly approved by members of the board, committee, task/advisory group not so interested or connected as being in the best interests of the Victoria Foundation.
- d) The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

Confidentiality of Information

Information about community projects reviewed by the Victoria Foundation is not generally considered to be confidential, but some guidelines do apply:

- a) it is expected by applicants that information will be used with discretion;
- b) no information obtained through involvement with the Victoria Foundation is to be used for personal gain;
- c) the board, committee, task/advisory group acts as a whole and positions of individual volunteer during deliberations are not disclosed - the privacy of discussion pertaining to decisions shall be respected, with the exception of noting in the minutes when a specific volunteer chooses to abstain from voting;
- d) third party opinions provided with respect to grant applications are treated in confidence; and
- e) donor requests regarding confidentiality are always respected.

Matters related to personnel, gift acceptance, litigation and property transactions are considered private.

Full Disclosure

No undisclosed or unrecorded asset or account is to be held or established for any purpose at the Victoria Foundation. No false or misleading entries will be made in the books and records of the Victoria Foundation for any reason. No payment will be approved or made with the knowledge or intention that any part is to be used for any purpose other than that described in the supporting documentation.

Non-monetary Transactions

No volunteers of the Victoria Foundation shall use for personal gain or advantage the Foundation's facilities, equipment, mailing lists, computer data, employee time or other assets.

Acceptance of Gifts

No volunteer shall accept gifts (other than of nominal nature) or use their position at the Victoria Foundation to obtain personal gain from those doing or seeking to do business with the Victoria Foundation or any organization which has received, is receiving or is seeking to receive a grant, or to secure other financial commitments from the Victoria Foundation.

Non-Compliance

The Board Chair or the CEO, as the case may be, shall assess the circumstances surrounding any non-compliance with this policy and shall make a recommendation to the board, committee, task/advisory group.

Orientation Program

This Conflict of Interest Policy shall form part of the orientation of every new volunteer of the Victoria Foundation and include signing a declaration. The Conflict of Interest Policy will be circulated and a declaration will be signed by all volunteers on an annual basis.

Public Statement

This Conflict of Interest Policy shall be posted on the Victoria Foundation website.

Policy Review:

This Policy will be reviewed at least every three years by the Governance and Nominating Committee, with revisions to be approved by the Board of Directors.

CONFLICT OF INTEREST POLICY	
Revised and Board Approved:	September 24, 2010
Revised and Board Approved:	October 30, 2015
Reviewed and Approved:	September 28, 2018
Revised and Board Approved:	January 29, 2021
Revised and Board Approved:	December 7, 2023

*****SEE PAGE 4 FOR VOLUNTEER ACKNOWLEDGMENT*****

Volunteer Acknowledgement:

Please disclose general information about your interests or relationships that could be a perceived, potential, or actual conflict of interest, including membership on boards and/or committees (non-Foundation):

Should this information change over the course of a year, you are required to inform the CEO or Board Chair as soon as possible about the nature of the change.

I acknowledge receipt of the Volunteer Conflict of Interest Policy; I declare that the information I have provided above is accurate as of this date; I agree to uphold and be bound by the terms of this Policy.

Date:

Volunteer Name:

Volunteer Signature:

The information in this form that is provided by volunteers will be kept in confidence and will not be disclosed outside of the Foundation unless required by law or in the interests of the Victoria Foundation.