

Policy statement

This policy shall apply where a possible or perceived conflict of interest arises, in cases such as the following:

- in the normal course of business, as a breach of integrity (such as when involved with a co-funder or when in receipt of funds from a business or private donor)
- because of Directors, employees or volunteers being connected to a charitable organization which has received, or may apply for, a grant from Engineering and Geoscience Education Foundation Inc. (EGEF, the Foundation).

Definitions

“Integrity” (one of EGEF’s core values) means conducting all affairs of the Foundation in an honest, forthright and impartial manner and building our community relationships on respect for the values, perspectives and aspirations of others (ethical community leadership).

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

- a perceived, potential or actual obligation to a person or organization that might benefit from special consideration related to a grant application
- a perceived, potential or actual benefit accruing to an individual, corporation, partnership, other business enterprise or non-profit organization of which the Director, volunteer or employee or a person in his or her immediate family (“immediate family” includes anyone living in the same household) is an officer, director, partner or substantial shareholder

“Employee” is any person that the EGEF Board of Directors may employ or contract.

Scope

This policy applies to the EGEF Board of Directors, employees, and volunteers.

Policy provisions

Obligation to declare

Any Director, employee or volunteer with the EGEF Board must declare a conflict of interest.

Confidentiality of information

Information about projects/grant applications reviewed by EGEF is not generally considered to be confidential; however,

- Applicants expect that information will be used with discretion.
- No one shall use, for personal gain, information obtained through the Foundation.
- The Board acts as a whole and positions of individual Directors during deliberations are not disclosed—the privacy of discussion pertaining to Board decisions shall be respected.
- Third party opinions provided for grant applications shall be treated in confidence.
- Donor requests regarding confidentiality must be respected.
- Matters related to personnel, litigation and property transactions are considered private.

Full disclosure

No undisclosed or unrecorded assets or accounts shall be held or established for any purpose at EGEF. No false or misleading entries shall be made in the books and records of EGEF for any reason. No payments shall 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 Director of EGEF 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 Director, employee or volunteer shall accept gifts (other than of nominal nature) or use their position at EGEF to obtain personal gain from those doing or seeking to do business with EGEF.

Non-compliance

The President shall assess the circumstances surrounding any non-compliance with this policy and shall make a recommendation to the Board of Directors.

Orientation program

This Conflict of Interest Policy shall form part of the orientation of every Director, employee and volunteer of EGEF.

Public statement

The Annual Report of EGEF shall include a brief statement, referencing adherence to a written conflict of interest policy.

Procedure to declare conflict of interest

The Secretary shall circulate a copy of the Conflict of Interest Policy at the first Board meeting in each year and immediately thereafter to all Directors not in attendance at this meeting.

1. The President shall ask each Director, employee and volunteer to identify on an annual basis those organizational relationships which could potentially result in the need to declare a conflict. This list shall be included on a Board agenda each year.
2. Each Director, employee or volunteer must advise the organizations with which they have affiliation, and which have received a grant from EGEF in the past or might reasonably be expected to apply for a grant in the future, of the conflict of interest.
3. A Director, an employee or a volunteer shall disclose to the President any affiliation they or their immediate family has with an organization applying for funding assistance to EGEF.
4. The Foundation, when made aware of potential conflicts, shall list such potential conflicts of interest on the meeting agenda.
5. A Director so affiliated shall declare a conflict and leave the room during discussions about grants to the affiliated organization and shall not vote or use personal influence on Board action. The abstention shall be noted in the Minutes. A declaration of a conflict of interest shall not affect the quorum of the meeting.
6. No employee or volunteer shall participate in any decision-making process surrounding a grant application where there is a perceived, potential or actual conflict of interest.

v.1 Approved May 11, 2021