



POLICY CATEGORY: ADMINISTRATION

POLICY TITLE: CONFLICT OF INTEREST

Policy Number: 1.11

Date Approved: March 9, 2018

Purpose: Ensure that potential and real conflicts are properly managed.

Definitions: N/A

Policy Statement:

The Board commits itself and its Directors to ethical, businesslike, and lawful conduct, and the proper use of authority.

As a Board of Directors, we expect the following:

1. Directors shall not use their positions to obtain benefit or employment for themselves, family members, or close associates. Should a Director desire to seek employment with NSCA, he or she must first resign.
2. Directors shall not use information obtained through his/her position for personal gain.
3. Directors who may be directly or indirectly involved in a contract must declare that involvement at the Board meeting at which the question of the contract is first considered.
4. Directors shall disclose their involvement with other organizations, vendors, or any other associations that produce a conflict when they sign the Code of Conduct and at any time during the year should their involvement change.
5. There must be no self-dealing or any conduct of private business or personal services between any Director and NSCA, except as procedurally controlled, to assure openness, competitive opportunity, and equal access to inside information.

6. Directors who find themselves in an unavoidable conflict of interest when the Board is to decide an issue, must declare that conflict immediately and absent themselves without comment from the discussion and the vote on the issue. Directors who declare their conflict of interest are included in determining a quorum. Directors who declare a conflict of interest will be included in the Minutes by name and shall be entitled to receive related Board decisions.

7. Peer-to-Peer: Where a Director is aware that another Director is in a position of potential conflict of interest, the identifying Director shall raise the potential conflict to the said Director. Should the potential conflict persist, the identifying Director shall follow the formal procedure as outlined in Policy 1.06, Board of Directors’ Code of Conduct Policy.

Scope:

Related Procedure(s):

Revision History	
Date Approved	Comments