

Caltaf Conflict of Interest Policy

1. Caltaf Members will not:
 - a. Engage in any business or transaction, or have a financial or other personal interest that is incompatible with their official duties with Caltaf, unless such business, transaction or other interest is properly disclosed and approved by the Board of Directors of Caltaf;
 - b. Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration, or who might seek, in any way, preferential treatment;
 - c. In the performance of their official duties, accord preferential treatment to family members, friends or colleagues, or to organizations in which their family members, friends or colleagues have an interest, financial or otherwise;
 - d. Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a Caltaf member.
2. A Caltaf member will disclose a conflict of interest or potential conflict of interest to the Caltaf Board of Directors immediately upon becoming aware that there exist real or perceived conflicts of interest to be dealt with in accordance with the terms of this policy.
3. Any person who is of the view that a Caltaf member may be in a position of conflict of interest may report this matter in writing to the Board of Directors of Caltaf to be dealt with in accordance with the terms of this policy.
4. Where a member is engaged in a decision or transaction that may involve a conflict of interest or perceived conflict of interest with his or her duties as a member, he or she will disclose the conflict of interest or perceived conflict of interest to the Board of Directors of Caltaf.
5. Any determination as to whether there is a conflict of interest for the member will rest solely with the Board of Directors of Caltaf. Where a conflict of interest or perceived conflict of interest has been found to exist, then:
 - a. It will be recorded in a motion of the Board of Directors of Caltaf. The motion will set out, as fully as possible, the nature of that member's conflict together with the intention that the Board of Directors of Caltaf will disclose it to the body that is considering or making the decision that is the subject of the conflict of interest.
 - b. In no case may the member who is subject to the motion and a member of the Board of Directors vote on it or be considered in determining whether a quorum of the Board of Directors is present, although he or she may be invited to provide information by speaking to the motion.
 - c. Disclose the conflict of interest of the member to the body that is considering or making the decision.