



POLICY: CONFLICT OF INTEREST AND NON-DISCLOSURE AGREEMENT POLICY

All members of the Board of Directors, volunteers and staff, working on behalf of the AFP Ottawa Chapter, shall be subject to this conflict of interest and non-disclosure policy. Any action by such individuals in violation of these requirements shall not be permitted unless the Board of Directors expressly approves.

A. Conflict of Interest

i. Members of the Board of Directors, volunteers and staff must always, during the course of services for Association of Fundraising Professionals (AFP) - Ottawa Chapter, reflect the highest standards of ethical behavior, integrity and public responsibility.

ii. AFP recognizes the inherent right of members of the Board of Directors, volunteers and staff to engage in outside interests and private enterprise, and the organization does not wish to impede these activities. However, to the extent that such outside interests may affect a transaction in which AFP is involved, there is potential for an actual or perceived conflict of interest. Since AFP has a legal obligation to avoid private inurement, self-dealing and misuse of member funds, it is the policy of this organization to avoid, whenever possible, all such actual or potential conflicts of interest.

iii. A transaction between AFP members of the Board of Directors, volunteers and staff, or related entity, is acceptable provided that all material facts have been disclosed and, except in the case of a charitable gift, the terms, conditions and consideration involved are commercially fair and reasonable. Any proposed activities which presents or may be a conflict of interest, shall be presented to the President of the Chapter or his/her designee and approved, in advance, by the board.

iv. All members of the Board of Directors and staff will be asked to sign a conflict of interest and non-disclosure document upon the beginning of their service with AFP. (See Appendix 1)

EFFECTIVE DATE: October 16, 2014

LAST REVISED OR REVIEWED: December 2017

SUBJECT TO REVIEW: December 2020

Appendix 1

AFP Ottawa Chapter Non-Disclosure Agreement

i. I agree that any information disclosed to me by members or staff of AFP, or by third parties, in connection with my membership on the AFP Board or employment by AFP, will be considered privileged and confidential, including all such information relating to individual AFP members, any actions to establish, amend or enforce AFP Operations, policies, plans, goals, objectives, and discussion by AFP members, staff, and third parties regarding these subjects.

ii. Confidential information shall not include information previously known to me, the general public, or previously recognized as standard practice in the field.

iii. I agree that I will hold all such privileged and confidential information in confidence during my lifetime, and will not use or disclose such information except as may be authorized by AFP, and will make my best effort to prevent its unauthorized disclosure. I acknowledge that unauthorized disclosure could cause irreparable harm and significant injury to AFP and its members. I agree that upon request, I will return to AFP all written or descriptive matter supplied by AFP, including committee agendas, minutes, and supporting documents.

I have read AFP's Conflict of Interest and Non-Disclosure Agreement and agree to its terms.

Name: _____

Signature: _____

Date: _____

Witness Name: _____

Witness Signature: _____

Date: _____