

Registered Nurses' Association of Ontario Board of Directors Policy

Policy Type: Board/Assembly/Committee/Staff Relationships **Title:** Conflict of Interest

Number: BR – 2 *

** This policy cross-references
PG-9 Code of Conduct*

First approved by Board:

Review:

Last Reviewed:

Monitor:

Last Monitored:

June 1, 1999

Every 2 Years (Nov)

November 2022

Annually (Nov)

November 2023

PURPOSE

The Board of Directors, Assembly, Committee members, and staff shall not fail to conform to the following principles:

- Every person shall perform their official duties and arrange their private affairs in such a manner that the membership and public confidence and trust in the integrity, objectivity and impartiality of the Association are conserved and enhanced.
- Every person shall arrange their private affairs in such a manner that will prevent real, potential, or perceived conflicts of interest from arising. If such a conflict does arise between the private interests of the directors, committee members or staff and their official duties and responsibilities, consultation with the Officers and/or Chief Executive Officer (CEO) is required.
- Persons shall not knowingly take advantage of or benefit from information obtained in the course of their official duties and responsibilities, and that is not generally available to the public.
- Persons shall not give written or oral references related to the employment or conduct of any RNAO staff member - past or current - without the explicit prior approval from the CEO, and the full disclosure of the content of the reference.
- Persons shall not give written or oral references related to any board members, assembly or committee members – past or present – in the context of RNAO, without the explicit prior approval of the President and CEO, and the full disclosure of the content of the reference.
- Persons are considered to be in conflict if they are directly involved in an issue under discussion or associated with it in a substantive way and stand to gain benefit from a decision.
- Persons shall also be considered to be in a conflict to the extent that they occupy a leadership position at another organization that may not be compatible with the mission, vision, or ENDS of the RNAO. Leadership positions include membership on the board or positions within the senior management of such organizations. Persons in such positions shall generally not be nominated for election to the RNAO Board and Assembly and/or for appointment to RNAO Committees or task forces. Where a member of the RNAO Board or Assembly, or a member of a Committee or task force of RNAO, is elected to or otherwise assumes a leadership position that gives rise to a conflict as described above, the person shall disclose the conflict immediately as required under this Policy. Such persons may be asked to resign from the Board or be removed from positions in the RNAO Assembly, Committees or task forces.
- Unless co-branded with RNAO, requests for promoting a particular conference or promoting a particular publication will be deemed in conflict.

- Persons shall not accept transfers of economic benefit other than incidental gifts or customary hospitality, nor promote their own private interests for financial gain.
- Current members of the Board of Directors cannot support a nomination of a Member as a candidate to the Board of Directors, nor can they nominate any Member for an RNAO award.
- A procedure is in place to investigate Conflict of Interest complaints in a consistent manner.
- Any conflict of interest arising during the term shall be disclosed in the following manner:

Board Member to the President	Chairs of Committees to the President
Committee Member to the Chair	President to the Immediate Past-President or
CEO to the President	President-Elect
- Assembly to the President	- Staff to the CEO

- Persons shall comply with the policy in the following ways:
 - Avoidance: by avoiding or withdrawing from activities or situations that would place the person in a real, potential or perceived conflict of interest relative to their official duties.
 - Confidential Report: by providing a statement to the designated official for circumstances that could give rise to a real or perceived conflict of interest relative to their official duties.
- Persons shall not act, after they leave their position, in such a manner as to take improper advantage of their previous office.

I have read and understand the above policy and agree to comply with these principles in practice and in spirit. I agree that if I become aware of a violation or apparent violation I will disclose the matter in accordance with the above-outlined directions.

Signature

Date

Print Name

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MONITORING INDICATORS

1. The President advised the Board of Directors of the number and type of enforcement issues (excluding personal information) that were addressed, and the manner in which they were resolved
2. The BOD will be updated on the number of unresolved complaints associated with conflicts of interest

REPORT TO THE BOARD OF DIRECTORS NOVEMBER 2023

1. One (1) issue was raised and resolved. This policy was updated and approved on August 11, 2022 to include the following:

Persons shall also be considered to be in a conflict to the extent that they occupy a leadership position at another organization that may contravene or compete with the mission, vision, or ENDS of the RNAO. Leadership positions include membership on the board or positions within the senior management of such organizations. Persons in such positions shall generally not be nominated for election to the RNAO Board and Assembly and/or for appointment to RNAO Committees or task forces. Where a member of the RNAO Board or Assembly, or a member of a Committee or task force of RNAO, is elected to or otherwise assumes a leadership position that gives rise to a conflict as described above, the person shall disclose the conflict immediately as required under this Policy. Such persons may be asked to resign from the Board or be removed from positions in the RNAO Assembly, Committees or task forces.

2. The BOD was updated on the one (1) issue at its BOD meeting on August 2022.