

Canadian Hispanic Housing Co-Operative Ltd.
Las Americas Villas

OPERATING MANUAL • POLICY & PROCEDURE

HOUSING POLICY

SUBJECT:

CONFLICT OF INTEREST

APPROVED BY:

BOARD OF DIRECTORS

DATE OF APPROVAL:

DATE OF AMENDMENT OR REPLACEMENT:

Preamble: All Co-operative officers, directors, committee members, members, and employees must carry out their duties honestly, in good faith, and in the best interest of the Co-operative rather than in their own interest.

All Members are expected to be aware of the potential for conflict of interest situations at all times and make every effort to avoid them. This is important to the reputation and integrity of the Co-operative, accordingly all conflict of interest situations must be declared and as necessary resolved.

1. Definition of a conflict of interest

- 1.1 A conflict of interest occurs when someone benefits personally in any way from a decision of the Co-operative. This covers conflicts of interest of:
 - a. Directors
 - b. Officers
 - c. Committee Members
 - d. Members
 - e. Co-operative employees
- 1.2 People in the households of the above mentioned positions, as well as their relatives are also covered by this definition.
- 1.3 A Co-operative employee who recommends a contract with a company in which

(s)he has a financial interest also has a conflict of interest

2. Payment of Directors and Officers

- 2.1 Directors and officers serve without payment or compensation of any kind.
- 2.2 Directors and officers are reimbursed for out-of-pocket expenses from traveling or doing business for the Co-operative under the following guidelines and/or conditions:
 - a. The expenses are reasonable
 - b. The Board has authorized the expenses
 - c. The expenses meet the guidelines and limits set by the Board.
 - d. Directors and officers present complete and legible receipts for their expenses when applying for reimbursement
- 2.3 Directors and officers are not compensated for lost income while doing business on behalf of the Co-operative.
- 2.4 Directors and officers can not enter into any contracts with the Co-operative other than contracts that are generally available to other members such as: cleaning; landscaping; etc.,.
- 2.5 Members can not be hired by the Co-operative or be hired for a paid staff position.

3. Conflict of Interest Procedures

When a Director or a Member has, or may have a conflict of interest:

- 3.1 The Director or Member should declare the conflict of interest at a Board Meeting at which the matter is under consideration.
- 3.2 If a Director or a Member has a conflict of interest and does not declare it, the conflict must be brought up by another Director or Member as soon as it is known.
- 3.3 The Board decides whether there is a conflict of interest.
 - a. If there is a conflict of interest, the Director can not vote on the matter and must not be present during any of the meeting(s) during which the matter is discussed.
 - b. If the Board decides there is no conflict of interest, the Director can take part in the discussion.

When a Committee Member has, or may have a conflict of interest:

- 3.4 A Committee must follow the procedure described above if a Committee Member has, or may have a conflict of interest.
- 3.5 The matter can be appealed to the Board if there is a dispute.
- 3.6 The decision made by the Board is final.

When a Co-operative employee or any member has, or may have a conflict of interest:

- 3.7 A Co-operative employee or member must report a current or potential conflict of interest to the Manager and/or the Board of Directors as the case may be.
- 3.8 A Co-operative employee or member must follow the directions as provided by the Manager and/or Board of Directors as the case may be.
- 3.9 All conflicts of interest or potential conflicts of interest must be report to the Board of Directors.