

## **Policy Direction – Conflict of Interest Policy**

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### **Rationale and Relationship to Mission, Principles and Values**

It is essential that the affairs and business of Graceland Africa Mission (GAM) be conducted professionally, objectively and without interference or the appearance of interference, arising from personal interests of the individuals involved in making decisions for the organization.

To this end, GAM requires that the board of directors, working board members and volunteers of GAM refrain from placing themselves in a position that could foreseeably produce a conflict of interest, the perception of a conflict of interest, or which could potentially give rise to a conflict of interest between their own self-interest and the best interests of GAM.

### **Policy Objective**

The objective of the Conflict of Interest Policy is to provide a process to prevent conflict of interest or the perception of a conflict of interest for GAM board of directors, working board members and volunteers, while they carry out their activities on behalf of GAM.

Before assuming or resuming, as the case may be, their duties and responsibilities for GAM, board of directors, working board members and volunteers shall sign a copy of this document, acknowledging their knowledge and understanding of the Conflict of Interest Policy of GAM.

### **Authorization**

The Conflict of Interest Policy was first approved by the board of directors of Graceland Africa Mission on May 26th, 2017.

### **Policy Details**

The policy is directed towards the sources of most potential conflict of interest. These include conflicts arising as a result of affiliation with:

- An organization which has, or is negotiating, a business or funding relationship with Graceland Africa Mission;
- An organization seeking funding or other support from Graceland Africa Mission;
- An individual seeking a volunteer position with GAM that involves travel.

Conflict of interest, as it applies to an "Individual" means an actual, apparent or potential conflict of interest in the exercise of unbiased judgment on behalf of GAM and its dealings with any person, who may be obligated to GAM or may benefit from dealings with GAM.

For the purpose of this definition:

'Individual' means any board director, working board member or volunteer who is working for or on behalf of GAM and includes members of the individual's immediate family including, without limitation, the individual's common law spouse.

'Person' means an individual person, corporation or body corporate, partnership, organization, or any other recognizable group or association that purports to deal with GAM.

Each Board and Committee agenda will include Declaration of Conflict of Interest. A conflict of interest on the part of a member of the board of directors, working board members or volunteer of Graceland Africa Mission will be disclosed.

Potential conflict of interest of any director should be emailed prior to the meeting so that directors may have time to consider the implications before the meeting.

When any such interest becomes a matter of board action, such individuals shall declare the conflict, absent them selves from the discussion and abstain from voting. The minutes of all actions taken related to the matter will clearly reflect that these requirements have been met.

The board of directors must be notified in writing, of any conflict of interest that might arise during the day-to-day operation of the organization.

### **Monitoring and Compliance**

The board secretary is responsible for monitoring the application and compliance of this policy direction and any related procedures in conjunction with other members of the board of directors. The board of directors must acknowledge any conflict of interest or potential conflict of interest at each board meeting.

### **Policy Review**

The policy is to be reviewed at a minimum every five (5) years following its approval.

May 30, 2017