Conflict of Interest Policy for Kimberley Helping Hands Food Bank

At Kimberley Helping Hands Food Bank, our board and staff are dedicated to maintaining high ethical standards in all conduct. We recognize that conflicts of interest, or the appearance of such conflicts, may arise, and we are committed to managing these situations with transparency.

Understanding Conflicts of Interest

A conflict of interest occurs when an individual has personal, familial, or business interests that could benefit from their decision-making or influence over decisions. It may also arise when someone is involved with a competing or partner organization, which could create divided loyalties.

Examples of potential conflicts of interest include:

- A board member having a personal or business relationship with the Food Bank as a supplier or landlord.
- A staff member having a personal or financial relationship with a client or supplier they interact with as a representative of the Food Bank.
- Employment of an individual who is related to a board member or staff member.
- A major donor or funder serving on the board, even in a non-voting capacity.

While conflicts of interest can be unavoidable, they should not prevent individuals from serving unless they present a significant risk of undue influence in many situations.

Procedure for Addressing Conflicts of Interest

1. **Disclosure:** Board members and staff must disclose any personal, familial, or business interests that might be seen as influencing their judgment. Board members should disclose potential conflicts before their nomination or election, and all members must disclose conflicts as they arise.
2. **Transparency:** The board may choose to disclose specific conflicts of interest to members, staff, funders, and external stakeholders if it could affect the organization's reputation or credibility. Such disclosures may be made publicly or privately.
3. **Assessment and Action:** Once a conflict of interest is identified, the board will assess its significance and take appropriate action to address the situation.

4. **Recusal:** Board members and staff must recuse themselves from discussions and votes on matters where they have, or could be perceived to have, a conflict of interest. Meeting minutes should clearly document when a member steps out due to a conflict.
5. **Staff Disclosure:** Any staff conflicts of interest should be reported to the board by the Resource Centre Coordinator.

By adhering to this policy, we aim to uphold the integrity and trust essential to our mission at Kimberley Helping Hands Food Bank.