

AVA Recipient Selection: Conflict of Interest Policy & Procedure

PURPOSE

The selection committee must at all times ensure that they are acting in the best interest of Strive Young Professionals Group. This policy provides the selection committee guidelines to ensure a fair and unbiased selection process for the Algoma Visionary Awards.

POLICY

The Algoma Visionary Award selection committee (henceforth referred to as 'selection committee') will declare an actual or apparent conflict of interest before discussions or decisions about awards selections in which they or anyone with whom they have a close personal relationship should directly or indirectly benefit or where such a benefit could be perceived.

PROCEDURE

- i. Upon reviewing the nominees for each award category, selection committee members will declare any conflict of interest relating to the nominees and the corresponding award.
- ii. If a committee member declares a real, potential, perceived conflict of interest, the declaration will be recorded in the minutes of the selection meeting. Perceived conflicts of interest are situations in which stakeholders could interpret actions of the committee member as being in conflict.
- iii. Any committee member with a conflict shall remove themselves from the room prior to the review, discussion, and selection of the recipient of the award. The committee member shall not discuss or vote on the selection. The committee member shall not discuss the nominees nor selection with any other committee member at the time of the meeting or subsequently.
- iv. If a committee member is not certain they are in a conflict of interest position, the matter may be brought before the Chair or committee for advice or guidance.
- v. If there is any question or doubt about the existence of a conflict, the committee will determine, by vote, if a conflict exists. The person potentially in conflict shall be absent from the discussion and vote.
- vi. It is the responsibility of the committee members who are aware of a potential conflict on the part of a fellow committee member to raise the issue for clarification, first with the committee member, and if unresolved with the Chair.



Committee members with a conflict of interest must abstain from participation in any discussion of the matter, shall not attempt to personally influence the outcome, shall refrain from voting, and leave the meeting room for the duration of any review, discussion or selection.