

Crime Stoppers USA Policies and Procedures

Policy/Procedure Title: Conflict of Interest Policy

1. Purpose

The purpose of this policy is intended to permit Crime Stoppers USA board members to identify, evaluate and address any real, potential, or apparent conflict of interest that might, in fact or in appearance, call into question their duty of undivided loyalty to Crime Stoppers.

2. Scope

This policy/procedure is applicable to each member of the Crime Stoppers USA Board of Directors and any staff members

3. Background

Crime Stoppers USA is a charitable organization whose board members are chosen to serve the public purposes to which it is dedicated. These persons have a duty to conduct affairs of the organization in a manner consistent with such purposes and not to advance their personal interests.

4. Definitions

a conflict of interest is defined as an actual or perceived interest by a board member or staff member in an action that results in or has the appearance of resulting in, personal, organizational or professional gain. Conflict of interest includes any bias or the appearance of bias in decision making process that would reflect a dual role played by a member of the organization.

5. Legislation

Not Applicable.

6. Policy

The policy of Crime Stoppers USA is to ensure that this organization serves the Crime Stoppers USA as a whole rather than serving a special interest group greeted the appearance of conflict of interest can cause embarrassment to the organization and jeopardize credibility of the organization.

7. Procedure

- A) At the beginning of each year, each member of the board of directors of the Crime Stoppers USA shall complete and return to the corporations Secretary the Conflict of Interest Statement for Board of Directors (attached). This document shall be delivered to the Secretary no later than January 15th of each year.
- B) Board members in decision-making roles should make known their connections with companies, groups or individuals doing business with the organization. This information should be provided at least annually as identified in 7. A) above.
- C) Board members who have an actual or potential interest should not participate in discussions or vote on matters affecting transactions between the organization and the other party.
- D) Any staff members who have actual or potential conflict should not be substantively involved in decision-making affecting such transactions.
- E) Any conflict of interest is to be reported to the Chair of Crime Stoppers USA immediately for further action.
- F) At the beginning of each board meeting, the Chair will ask for any board members that need to disclose any real or perceived conflicts of interests prior to proceeding with the meeting.

8. Verification/ Authorisation/ Approved by

This policy and procedure was approved by a board resolution at the Crime Stoppers USA Board of Directors meeting on the 18th of May, 2011.