
ISC/SCI Conflict-of-Interest Policy

Date approved by the executive committee of ISC/SCI: February 6, 2021

The Indexing Society of Canada / Société canadienne d'indexation ("Society") is an organization dedicated to the promotion of indexers and their professional development.

All committee members of the Society will strive to avoid any conflict of interest between the interests of the Society on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purpose of this policy is to protect the integrity of the Society's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of its volunteers.

The most common types of conflict include the following:

- financial interest, directly or indirectly (e.g., through close relatives)
- non-tangible benefits, for example, contracts awarded to friends
- conflict of loyalties between the Society and a competing organization that the member belongs to

Some examples of conflicts of interest are as follows:

- a committee member who has financial interest in a business that may be awarded a contract to do work or provide services for the Society
- a committee member who is also a user of the Society's services in a decision on whether fees for services should be increased
- a committee member whose close relative is eligible for a grant or a bursary

The conflict-of-interest guidelines should not preclude the Society from recognizing particular expertise from its members and discourage members from bidding for remunerated work where they have a recognized expertise in a field.

In the course of meetings or activities, committee members will disclose any interests in a transaction or decision where there may be a conflict between the Society's best interests and the committee members' best interests or a conflict between the best interests of two organizations that the committee member is involved with.

After disclosure, the committee member may be asked to leave the room for the discussion and may not be able to take part in the decision depending on the judgement of the other committee members present at the time.

Any such disclosure and the subsequent actions taken will be noted in the minutes.

This policy is meant to supplement good judgment and management committee members should respect its spirit as well as its wording.