

CUMULATIVE ENVIRONMENTAL MANAGEMENT ASSOCIATION - WOOD BUFFALO REGION (CEMA)

CONFLICT OF INTEREST POLICY

PURPOSE

Consultants are involved with the work of CEMA on many levels. These include; conducting contract work, representing clients on Working Groups (which for the purpose of this document also refers to sub-groups and technical groups operating under a particular Working Group), and assisting with the administration and as Members. This policy is necessary to ensure that there is no conflict of interest in a Consultants' involvement in CEMA

DEFINITIONS

Conflict of Interest – A situation in which someone that has the authority to make a decision in an official capacity stands to profit personally from the decision.

GUIDELINE ON PARTICIPATION

In the awarding of CEMA Contracts consultants will NOT be considered for the work if:

- They were a member or participant in the Working Group setting the Terms of Reference for the Contract.
- They were a member or participant in the Working Group reviewing the proposals.
- They acted to review proposals for a member or participant in a Working Group during the proposal selection process.

EXCEPTIONS to POLICY:

Where the Working Group that is selecting a consultant feels that no other consultant is qualified to perform the work, they may apply to the Board for an exception to the Conflict of Interest Policy. This should be done in writing, outlining the proposals considered, the selection process for consultants, and specific reasons why the conflicted consultant was the only choice for the contract.

REVIEW OF CONFLICT-OF-INTEREST CLAIMS and EXCEPTIONS:

Any Member or Participant in a Working Group can ask for a review of an alleged Conflict-of-Interest in the awarding of a contract. The request must be made in writing to the Board. The Board will rule on the request at their next scheduled meeting or within 30 days if there is no meeting scheduled within that period.

Approved:

This policy was approved by the Members on: January 14, 2002.

Amended:

This policy was amended by the Board as follows:

Revision Number: 1 Date: September 22, 2010

Revision Number: 2 Date: December 05, 2012