



December 2018

## **THEATRE UNLIMITED PERFORMING ARTS CONFLICT OF INTEREST POLICY**

### **Introduction**

Theatre Unlimited Performing Arts (TUPA) is a community-based musical theatre group established in Mississauga in 1989. The group is committed to supporting the arts and culture in the City of Mississauga by entertaining the community with quality musical theatre productions. In addition to producing a musical production each year, TUPA is committed to offering individuals an inclusive and family-friendly, community theatre organization in which to become involved.

### **General Statement**

All business decisions and actions must be based on the best interest of TUPA and must not be motivated by personal considerations or relationships. The general rule is that directors, contractors, members and volunteers must avoid any activity that compromises, or could reasonably be seen to compromise, their judgment, causes them to show undue favoritism to any party or causes them to receive a benefit of some kind.

### **Defining Conflict of Interest**

A conflict of interest occurs when, in the course of their activities with TUPA, a director, contractor, member or volunteer is called upon to deal with a matter in which they have a direct or indirect personal and/or financial interest.

A direct conflict of interest can occur when an individual may derive, or be seen to derive, some financial or personal benefit or avoid financial or personal loss. An indirect conflict of interest may arise when the potential benefit or loss would be experienced by another person having a relationship with the employee or volunteer. These benefits, losses, interests and relationships are generally financial in nature but may be of some other personal nature. In other words, a conflict arises when an individual participates in activities, which could advance a personal

interest at the expense of TUPA's interest. Any behavior that is, or could be perceived as, a conflict is prohibited.

Some examples of conflicts of interest are:

- Giving preferential treatment to relatives, friends, or associates, or to organizations or businesses of which they or their relatives, friends or associates have an interest in, financial or otherwise;
- Deriving financial gain from the use of confidential information acquired in the course of their activities at TUPA;
- Using TUPA equipment or resources for personal purposes unrelated to TUPA;
- Accepting any personal gift, service or favour from any person, business or organization in recognition of their activities at TUPA, other than in the course of volunteer recognition events or programs or in the normal exchange of hospitality.

### **Conflict of Interest Disclosure**

When in doubt a potential conflict of interest should be disclosed. A director with a potential conflict should disclose it to the Board. A contract employee, member or volunteer should disclose it either to the show's producer or to a member of the Board. Persons with conflicts or potential conflicts should refrain from participating in any decision in respect of which they have a conflict or a potential conflict.

### **Updates to Policy**

This Policy shall be reviewed at least annually, or by schedule of review, and may be updated from time to time, as appropriate.