



## **1.0 STATEMENT**

- 1.1 The CMS is committed to a high standard of propriety in the governance, decision-making, and action to promote the advancement, discovery, learning and application of mathematics. The goal is to maintain and enhance the public confidence in the CMS.
- 1.2 This policy statement informs CMS members, employees, officials and others engaged with the CMS of the manner in which conflicts of interest are to be managed.

## **2.0 STANDARD OF CONDUCT**

- 2.1 Anyone acting on behalf of the CMS shall conduct themselves in a manner that will preserve and enhance the integrity, objectivity, and impartiality of CMS affairs.
- 2.2 Anyone engaged with the CMS as an officer, director, member, volunteer, or staff, shall act in the best interests of the CMS, shall strive to be in compliance with this policy, and shall be accountable to the CMS for their actions.

## **3.0 CONFLICT OF INTEREST**

- 3.1 A conflict of interest may exist when someone perceives factors that appear to inappropriately influence the independence or impartiality of conduct on behalf of the CMS.
- 3.2 The basic principle is that neither benefits received nor the interests of anyone engaged with the CMS should influence or be perceived to influence the objectivity and impartiality of their judgements in the conduct of their CMS duties and responsibilities.

## **4.0 ACADEMIC CONSIDERATIONS**

- 4.1 Academics are professionals whose employment obligations encompass not only scheduled duties but also scholarly activities, administrative duties and service to the academic community. Conflict of interest situations may arise when academics engage in outside activities that affect their responsibilities to their society, organization, or university. It is understood that individuals engaged with the CMS may be employed by other societies, organizations or universities and that when at the same time they are working on behalf of the CMS they are contributing to the betterment of the mathematics community.

## **5.0 GUIDELINES**

- 5.1 Anyone acting on behalf of the CMS shall act in the best interests of the CMS and shall avoid situations:
  - a) where their own interests affect their actions on behalf of the CMS;
  - b) that provide personal benefit, other than incidental gifts, customary hospitality, or other minor benefits of nominal value, from persons or organizations having dealings with the CMS;
  - c) that permit use of their position or relationship to give another party special treatment that would advance their respective private interests or that of any member of their family or associates;
  - d) that place the CMS or themselves under any obligation to any person or organization that might profit from special consideration by the CMS;

- e) involving decisions from which they or their immediate family or associates derive a benefit, either directly or indirectly; and
- f) that may disclose confidential or privileged information about the affairs of the CMS or provide confidential information to advance personal or others' interests.

## **6.0 BOARDS AND COMMITTEES**

- 6.1 Should a real or potential conflict of interest arise or be seen to exist, the member concerned shall bring the conflict to the attention of the committee Chair and the Chair, with or without the advice of the committee, and as necessary in consultation with the Executive Director, will decide on whether or not a conflict exists and if any action is required. As required, the matter can be addressed by the CMS President, and as necessary, by the CMS Board of Directors.
- 6.2 Should an individual excuse and absent themselves from a discussion and/or a Board or committee decision, it will be recorded in the meeting minutes. The individual need not indicate the reason for the action.

## **7.0 COMPLIANCE**

- 7.1 Anyone acting on behalf of the CMS can comply with this policy by:
  - a) avoiding activities or situations that would place them in a real, potential or apparent conflict of interest relative to their CMS duties and responsibilities; and
  - b) declaring a conflict of interest to the CMS and, as required, taking appropriate acceptable action to mitigate or minimize the conflict.

## **8.0 UNADDRESSED CONFLICT OF INTEREST**

- 8.1 Any individual who believes a conflict of interest situation exists within the CMS and that the situation is either not being addressed or is being inadequately addressed, may raise the matter, formally or informally, with the CMS Executive Director who will investigate and review the situation and report back to the individual. As required, the matter can be addressed by the CMS President, or, by the CMS Board of Directors.

## **9.0 POLICY CHANGES**

- 9.1 Changes to this policy may be made from time to time and communicated on the CMS website.
- 9.2 Administrative and operational changes to the policy can be made by the CMS Executive Director.
- 9.3 A change in policy must be approved by the CMS Board of Directors.

## **10.0 ENQUIRIES**

- 10.1 The CMS official responsible for this policy and monitoring compliance is the CMS Executive Director.
- 10.2 A conflict of interest concern regarding the Executive Director shall be address by the CMS President.
- 10.3 Enquiries regarding the application, information, suggestions, complaints, concerns, etc. regarding this policy should be directed to the CMS Executive Director as follows:
  - a) by mail to: Executive Director, Canadian Mathematical Society, 209 – 1725 St. Laurent Blvd., Ottawa, ON K1G 3V4
  - b) by e-mail to: [director@cms.math.ca](mailto:director@cms.math.ca)
  - c) by phone to: 613-733-2662 ext 713
- 10.4 Enquiries will usually be responded to within five (5) business days.

## **11.0 AUTHORITY**

- 11.1 This corporate policy was approved by the CMS Board of Directors on June 2, 2011.