



## **CONFLICT OF INTEREST**

The purpose of this policy is to protect the integrity of Persephone Theatre and its artists, staff, contractors, volunteers, and Board members (collectively Personnel), and to foster a culture of transparency and trust for all its stakeholders.

The policy applies to all Personnel of the Theatre, and recognizes that other collective agreements may also specify instances of conflict of interest.

A conflict of interest occurs when

- there is a divergence between the private interests of individuals and those of Persephone Theatre; and
- individuals advance their own interests, or the interests of others, in a way detrimental to the interests or integrity of Persephone Theatre.

A conflict of interest may be real, perceived, or potential, and could occur at any level within the organization.

Since the possibilities are endless, it is the expectation that Personnel of the Theatre exercise high ethical standards in making decisions which would impact the Theatre, as well as seek guidance on circumstance that may be deemed questionable. It is the responsibility of each individual to disclose any conflict of interest, or perceived conflict of interest, to their superiors. Examples of real or perceived conflict of interest include using the Theatre for personal gain, sole-sourcing contracts to family or friends, receiving kick-backs, or having a family member employed by a vendor who provides services to Persephone Theatre.

Individuals who have disclosed a conflict of interest should, in consultation with their superior, resolve the conflict of interest, which may require the discontinuation of, or recusal from, the activities through which the conflict will arise or has arisen. Should any Theatre Personnel believe that an individual is involved in a conflict of interest, it is expected that the conflict will be brought forward for discussion in accordance with Persephone Theatre's Standard Reporting Process. Board members must declare any conflict to the Board and refrain from voting on matters relating to the conflict. Board members shall direct any uncertainty relating to a conflict of interest to the Board.

Failure to comply with this policy may constitute grounds for disciplinary action in accordance with any applicable agreement, employment contract, or other disciplinary processes of the Theatre.

Adopted by Board of Directors Nov. 9, 2020

Last revised: Nov. 2, 2020