

‘NAMGIS FIRST NATION BUSINESS CONFLICT OF INTEREST CHECKLIST

Use this form when discussing business opportunities with external companies. Councilors and/or members of technical working committees should all be asked these questions prior to discussions and/or negotiations taking place. Specifically, the seven bulleted questions that follow should be read out to the group prior to starting the discussions or negotiations. If a potential conflict is identified, then follow the five steps below.

- Does anyone here own shares, or have any other financial interest, in [company name]?
- Do any members of your immediate family own shares in [company name] or in a related or affiliated company?
- Does anyone here, or any member of your immediate family, have an interest in doing business with [company name] or with a related or affiliated company?
- Does anyone here anticipate that you or a member of your immediate family will personally gain (other than just as a member of the ‘Namgis’) from the transaction proposed by [company name]?
- Is anyone, or any member of your immediate family, interested in starting up a business that would do business with [company name] or with a related or affiliated company?
- Does anyone have any professional, personal, or family relationships relating to [company name] or a related or affiliated company that might be perceived as a potential conflict of interest. The relationships might be either financial or non-financial in nature.
- Does anyone, or any members of your immediate family, have an interest in a competing company or related or affiliated company that is in competition with, or will be in competition with, [company name]?

If someone answers YES to any of the above questions, then do the following:

1. Describe and document the source or cause of the potential conflict. I.e. value of shares owned, personal or business relationships, etc.
2. Clarify what the interest(s) of each party might be. I.e. the ‘Namgis’ interest, and the interests of the person(s) who might be in conflict.

3. If the individual or a member of their immediate family is interested in doing business with the company or related or affiliated company, identify whether their participation in the discussions or negotiations will give them an unfair advantage over other 'Namgis members who may also be interested in the same business opportunity.
4. If the group that first identifies the potential conflict decides that a conflict exists if the person were to participate in the discussions or negotiations, then person in question should leave the meeting. They may then appeal the group's decision to Council.
5. Whether or not an appeal is filed with Council, Council must be informed of the potential conflict and notified of the action taken.

Meeting With: _____
(name of external entity/company)

Date Checklist Read Out: _____

'Namgis Council and/or Committee Members Present: _____

Comments: _____
