



*Nova Scotia Public Service*  
***Long Term Disability Plan Trust Fund***

**TRUSTEE CONFLICT OF INTEREST POLICY**

Trustees shall act at all times in the best interests of the Trust rather than of particular interests or constituencies. This means setting aside personal self-interest and performing their duties in transaction of the affairs of the Trust in such a manner that promotes public confidence and trust in the integrity, objectivity and impartiality of the Board.

Except for the Chair, members of the Board shall serve without remuneration from the Trust. No Trustee shall directly or indirectly receive any profit from his or her position as a Trustee. Trustees may be paid reasonable expenses incurred by them in the performance of their duties. The pecuniary interests of immediate family members or close personal or business associates of a Trustee are considered to also be the pecuniary interests of the Trustee.

**Definition of Conflict of Interest**

- Trustees are considered to be in a “conflict of interest” whenever they themselves, or members of their family, business partners or close personal associates, may personally benefit either directly or indirectly, financially or otherwise, from their position on the Board.
- A conflict of interest may be “real”, “potential” or “perceived”; the same duty to disclose applies to each.
- Full disclosure in itself, does not remove a conflict of interest.

**Principles for Dealing with Conflict of Interest**

The Trustee must openly disclose a potential real or perceived conflict of interest as soon as the issue arises and before the board or its committee’s deals with the matter at issue.

If the Trustee is uncertain regarding a potential conflict of interest, he or she should discuss the matter with the Chair for advice and guidance.

If there is any question or doubt about the existence of a real or perceived conflict, the Board will determine by vote if a conflict exists. The person potentially in conflict shall be absent from the discussion and vote.

It is the responsibility of other Board members who are aware of a real, potential or perceived conflict of interest on the part of a fellow Trustee to raise the issue for clarification, first with the Trustee and, if still unresolved, with the Chair.

The Trustee must abstain from participation in any discussion on the matter, shall not attempt to personally influence the outcome, shall refrain from voting on the matter and unless otherwise decided by the Board, must leave the meeting room for the duration of any such discussion or vote.

The disclosure and decision as to whether a conflict exists shall be duly recorded in the minutes of the meeting. The time the person left and returned to the meeting shall also be recorded.