

## **Conflict of Interest Statement**

All Catalyste+ employees and volunteers are expected to uphold Catalyste+'s mission and values and act in accordance with Catalyste+ policies and procedures. A "conflict of interest" is understood as a situation where an individual or a close relative of an individual has a personal stake in a particular decision or direction being taken by the organization and has some degree of influence over that decision or direction.

When on Catalyste+ assignments, Catalyste+ Advisors (CAs) are expected to devote their working time and energies to their designated assignment.

CATALYSTE+ CONFLICT OF INTEREST POLICY 2.2 Section 3.03-(b): Real, potential or apparent conflicts of interest that arise during the course of their work with the organization must be reported by employees, volunteers, officers and directors as soon as they arise.

### Catalyste+ Advisor Statement:

While on a Catalyste+ assignment with a Catalyste+ partner, I agree not to:

- Perform services for others (paid or unpaid) during the hours working with the Catalyste+ partner (either virtual or in-person).
- Promote and/or solicit business or other interest in my own consulting services, or any other business, (paid or unpaid) in which I have an interest or direct involvement, either verbally, in writing or implicitly (such as referencing my own consulting company in communications, presentation materials or reports that are prepared for Catalyste+ partners).
- Use my own personal business collateral, including logos (e.g. business cards, stationery, templates, digital media and electronic signatures).
- Recommend solutions with the intention of creating personal financial gain or other preferential interest.
- Become a competitor of the partner (i.e. adopt a client's business idea as my own).
- Perform work outside of the scope of the assignment (unless given approval by Catalyste+).
- Provide paid or unpaid consultation for existing partner(s) of Catalyste+ at a later date (unless given approval by Catalyste+).
- Use Catalyste+, or the information obtained in an assignment, to further personal, political, or religious agendas, or support personal opinions, without the express permission of Catalyste+. This is in force before, during, and after the assignment.



IMPORTANT: In the case where a conflict of interest cannot be avoided, or is otherwise anticipated, the CA is required to declare this to Catalyste+ in writing as soon as the issue arises, or as soon as the CA becomes aware of such. Assignment work should not proceed until such time that Catalyste+ has approved it to do so. Perceived conflict of interest should be reported in the same manner. Failure to do so may result in disciplinary measures, up to and including removal from the roster or dismissal from in-house duties.