

Saskatchewan Book Awards

CONFLICT OF INTEREST POLICY and PROCEDURE - JURYING PROCESS

1. GENERAL

Persons participating in the adjudication of submitted titles and the granting of awards should act in such a manner that their conduct will bear the closest scrutiny. They are expected at all times to preserve the integrity and impartiality of the Saskatchewan Book Awards.

2. DEFINITION

In the context of the Saskatchewan Book Awards award jurying process, a "conflict of interest" means any situation in which a reasonable person fully informed of all the facts concerning the situation perceives that a participant in the process:

- a) has a private or personal interest that results in or appears to result in an improper personal material gain or advantage or an interference with their duties; or
- b) may be influenced, even unintentionally, by improper considerations to favour or disfavour a party in the matter under consideration.

"Participants" include all those involved in the jury process:

- a) jury members;
- b) Saskatchewan Book Awards-appointed monitors of the jury meeting;
- c) Saskatchewan Book Awards staff;
- d) members of the Saskatchewan Book Awards' Criteria Committee.

"Private or personal interests" include, but are not limited to:

- a) a close family relationship (spouse or partner, parents, children, brothers and sisters) with an author, editor or publisher of the work submitted;
- b) an executive position, full-time employment, or ownership in a submitting company; or
- c) having made a substantial contribution to a submitted work.

3. PROCEDURE REGARDING DECLARATION OF CONFLICT OF INTEREST

Each participant in the jurying process should do the following:

1. As soon as participants receive or become aware of the works entered in the award competition, they must consider whether they are or may appear to be in a situation of a conflict of interest with respect to any of the works.
2. If a participant is uncertain as to whether he/she is in a conflict of interest, the participant must, through the Executive Director, inform the Saskatchewan Book

- Awards's Criteria Committee, who will decide whether a conflict of interest situation exists or has the potential to develop.
3. If a participant perceives that a conflict of interest situation exists or has the potential to develop, he/she should immediately notify the Executive Director of the Saskatchewan Book Awards and be prepared to withdraw from the jurying process.
 4. If a participant perceives that he/she is not in a conflict of interest, he/she must submit a declaration to that effect, prior to commencing deliberations, in writing to the Saskatchewan Book Awards office, or verbally to a Saskatchewan Book Awards staff person, jury monitor or jury chair, who shall record the declaration.
 5. If a complaint is made by another party regarding conflict of interest, the Criteria Committee shall decide if a conflict of interest situation exists or has the potential to develop.
 6. If the Criteria Committee decides that a conflict of interest situation exists or has the potential to develop, the participant must withdraw from the particular award competition to which the conflict relates.