



**SECTION: Human Resource Policies**

**POLICY: HR 17**

**Date: June 2013**

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## **Conflict of Interest**

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### **Preamble**

Contact Brant strives to maintain a high level of accountability and quality assurance in the delivery of services. Services should be provided equitably and through a transparent process.

### **Policy**

**Employees are required to support and advance the interests of the organization and avoid placing themselves in situations where their personal interests actually or potentially conflict with the interests of the organization.**

### **Procedure**

- 1.0 Employees will conduct themselves with personal integrity, ethics, honesty and diligence in performing their duties.
- 2.0 Employees will follow established agency policies and procedures to ensure an equitable and transparent process in determining access to services, level of funding, and prioritization.
- 3.0 An employee will identify any conflict of interest to the Chief Executive Officer (or in the case of the Chief Executive Officer to the Board of Directors), including but not limited to:
  - a. private interests or personal considerations that could affect, or be deemed to affect, their judgment in acting in the best interest of Contact Brant
  - b. any interest or decision that could benefit, or be deemed to benefit, the employee, any member of the employee's family, friends or business associates.
- 4.0 An employee will not use their position to give anyone special treatment that would advance their own interests or that of any member of the employee's family, their friends or business associates.
- 5.0 An employee will not use their position, confidential information, or corporate time, material or facilities for private gain or advancement, or for benefits to their family, including but not limited to, payments, gifts, discounts, or favours.
  - a. The exceptions to receipt of gifts are those of nominal value e.g., coffee, promotional item with a company's logo, an occasional lunch, small gifts for speaking presentations when representing Contact Brant, or to mark a significant event such as birth of a child or retirement.