



**SECTION: Human Resource Policies**

**POLICY: HR 19**

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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.

Employees are expected to be independent with respect to their actions, decisions and judgments regarding all agency business. To this end, employees are expected not to have any relationships, activities, or personal financial interests that might possibly impair or affect their judgment or influence their decisions concerning Contact Brant business.

**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 must identify any conflict of interest to their supervisor (or in the case of the Chief Executive Officer to the Board of Directors).
- 4.0 Unacceptable conduct includes any private interests or personal considerations that could affect, or be deemed to affect, employee's judgment in acting in the best interest of Contact Brant. Examples include but are not limited to:
  - Accepting gifts or favours that are offered in gratitude for services rendered or anticipated;
  - Engaging in any business or transaction or having a financial or other personal interest which is incompatible with the discharge of the employee's official duties;
  - Placing themselves in a position to derive any direct or indirect benefit or interest from any agency contracts where the employee can influence decisions;

- Engaging in any outside employment, work, or business undertaking that interferes with the performance of duties as a Contact Brant employee;
- Engaging in any outside employment, work, or business undertaking in which they have an advantage derived from employment with the agency.
- Using 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.
- Using 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.

5.0 The exceptions to receipt of gifts are those of nominal value e.g., coffee, promotional item with a company's logo, small gifts for speaking presentations when representing Contact Brant, or to mark a significant events such as birth of a child or retirement.