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POLICY

All employees and volunteers will strive to avoid any conflict of interest between the interests of the Organization on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

PURPOSE

The purposes of this policy is to protect the integrity of the Organization's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers, employees and committee members.

SCOPE

All employees and volunteers.

RESPONSIBILITY

Employees and volunteers are responsible to follow the policy and report any breaches of the policy to their immediate supervisor.

DEFINITION

Conflict of interest refers to situations in which personal interests (including financial interests) may compromise, or have the appearance of, or potential for, compromising professional judgement and integrity and, in doing so, the best interests of the Organization.

FINANCIAL GAIN

- The receipt of any type of payment for the referral of any individual served is prohibited.
- No employee shall have a direct or indirect financial interest in the assets, leases, or business transactions of the Organization.
- No employee or member of the Board of Directors of the Organization shall have a direct or indirect financial interest in the assets or leases of the Organization. Any member who individually, or as part of a business or professional firm, has an involvement in the business transactions of the Organization, shall completely disclose this relationship and shall not participate in any vote taken with respect to such transaction or services.
- The direct referral of the Organizations' applicants, individuals served and/or families to any private practice in which the referring Organizations' employees may be engaged is prohibited.

HONORARIUM/GIFT

- The arranging of the Organization's services to any prospective individual for service shall be done in accordance with the Organizations' bylaws and policies and there shall be no preferential treatment provided to any of the persons covered by this policy.

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- Honorariums and/or gifts from individuals served, to individuals served or their families for the purpose of a bribe and/or payoff for services anticipated or rendered shall not be offered or received.
- Honorarium and gifts may be accepted and/or offered for cultural/ceremonial purposes.
- Other honorarium and gifts may be accepted and/or offered if they have a minimal monetary value under \$100.00.
- All bequeaths from individuals served will be acknowledged and used for the benefit of the Organization.
- Employees must report all gifts/honorariums that they receive to their direct supervisor who will ensure it gets recorded properly for accounting.

HIRING OF RELATIVES

The Organization shall not give preferential treatment in hiring relatives of employees. However, this shall not prevent relatives of employees from applying for positions they are qualified for, and going through the recruitment and selection process.

A relative is defined as anyone with a blood relationship, marriage relationship (including common-law marriage), in-law relationship (including common-law in-law relationships) of any employee, contractor, consultant, trainee, volunteer or member of the Board of Directors of the Organization.

The Organization does not encourage the employment of relatives, but in those circumstances where employment of a relative is deemed appropriate, the CEO will consider the following:

- Employment of a relative is solely upon the basis of merit and qualification.
- Supervisor/subordinate relationships.
- The potential of favoritism.

In situations that involve hiring a relative of the CEO the Board of Directors will consider the following:

- Employment of a relative is solely upon the basis of merit and qualification.
- Supervisor/subordinate relationships.
- The potential of favoritism.

At no time shall a relative be involved with the auditing, receiving or handling of monies from a relative within the Organization.

Any employee who becomes a relative as defined above or engages in a personal relationship with another employee; shall immediately advise their supervisor of that situation.

Relatives can access services if they meet the entrance criteria of the program. Confidentiality will be maintained and their file may be restricted if they request it.