

# **Conflict of Interest Policy (Employees)**

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## **Recognizing a Conflict of Interest**

“Conflict of Interest” refers to a situation where a staff member’s personal relationships or financial interests could be seen as influencing the staff member’s duty to act in the best interest of Bowen Children’s Centre. This includes, but is not limited to, situations where a staff member: uses his or her official position or Centre property for private gain (other than salary); gives preferential treatment to any person or entity in the conduct of official duties because of personal interest; adversely affects the efficiency or economy of the Centre because of personal interest; fails to act impartially in the conduct of official duties because of personal interest; or engages in conduct that could adversely affect the confidence of members or the public in the integrity of the Centre. Conflicts of Interest may be actual or potential.

## **Policy**

Staff members shall refrain from all Conflicts of Interest and be committed to protecting the Centre from Conflicts of Interest.

If a staff member becomes aware of or becomes involved in a Conflict of Interest, (s)he shall immediately disclose such Conflict of Interest:

- to the Executive Director, who then informs the Board of Directors.

This includes disclosing what could be “perceived” by an outsider as a Conflict of Interest. It is the responsibility of all staff members to protect the Centre from accusations of Conflict of Interest.

The Executive Director and the Board of Directors shall decide if a conflict exists and if so, what steps should be taken to protect the Centre against the Conflict of Interest. Possible interventions include, but are not limited to:

- requiring that the staff member remove himself or herself from the situation giving rise to the Conflict of Interest;
- requiring that the staff member cease to be in a position of influence with respect to the Conflict of Interest; or
- requiring that the staff member repay any benefit (s)he has received as a result of the Conflict of Interest (i.e. if a gift has been received, this should be returned).

## **Situations Where Conflicts of Interest Can Arise**

## **Purchasing**

No staff member shall participate in the selection or administration of a purchase or contract with a contractor/vendor where, to his or her knowledge, any of the following has a financial interest in that purchase or contract: the staff member; the staff member's immediate family; an organization in which any of the above is an officer, director, or employee; or a person or organization with whom any of the above individuals is negotiating or has any arrangement concerning prospective employment.

## **Accepting Gifts and Favours**

Staff members shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors/vendors. This is not intended to preclude bona-fide Centre fundraising activities.

## **Outside Employment**

Staff members are expressly authorized to engage in childcare-related or other outside employment that does not interfere with their employment with the Centre. In granting this authorization, the Centre assumes no responsibility or liability for the actions or non-actions of staff members while in off-duty employment.

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Related BCC policies	This policy approved
	September 24, 2013