



Policies and Procedures Manual

Conflict of Interest

Purpose

A conflict of interest arises when a CCS staff member, volunteer, or student/program placement is faced with a choice of acting in a situation where the interests of the CCS staff, volunteer, or student/program placement or any other person to whom the individual owes a duty conflicts with the interests of Caledon Community Services. A conflict of interest may include any situation that may benefit or seems to benefit the CCS staff, volunteer, or student/program placement and/or their family or friends by virtue of their personal, business, commercial or financial interest in the matter.

Policy

There will be no conflicts of interest permitted between the personal interests of CCS staff, volunteers, or student/program placements and the interests of Caledon Community Services.

CCS staff, volunteers, and student/program placements will demonstrate the highest degree of integrity, objectivity and professionalism. Personal gain or benefits to friends, relatives and/or associates will not be permitted to conflict with one's duty to CCS or any of its stakeholders.

Details

A conflict of interest occurs when a CCS staff, volunteer, or student/program placement:

- Has an interest in and/or holds a directorship position in any organization that does business with CCS
- Enables friends or relatives to benefit from information acquired from CCS that is not generally available to the public
- Engages in any business or venture that competes with CCS
- Uses his/her CCS position for personal gain

CCS expects staff, volunteers, and student/program placements to be sensitive

to the dangers presented by any conflict or perceived conflict of interest.

Procedures

- CCS staff, volunteers, and student/program placements must declare any real, potential or apparent conflict to their Manager/Supervisor or to the CEO
- If it is determined that the CCS staff, volunteer, or student/program placement needs to be withdrawn from the situation the Manager/Supervisor will work with the individual to find the most acceptable course of action
- The Manager/Supervisor will document the decision and place the documentation in the HR, volunteer, or student/program placement file
- Any CCS staff, volunteer, or student/program placement who is aware of a real, potential or apparent conflict of interest should bring the circumstances to the attention of any Manager or to the CEO
- Failure to report a conflict of interest may constitute wrongdoing and could result in disciplinary action up to and including termination of the employment/volunteer relationship
- Refer to the Nepotism Policy for guidelines to manage employment relationships in situations where members of the same family or close friends are employed
- Refer to the Gift Acceptance Policy for guidelines to manage the acceptance of gifts

Conflicts of Interest may be resolved by:

- Being removed from the conflict-causing situation
- Stopping the activity causing the conflict
- Abstaining from the conflict-causing decision
- Termination of relationship with CCS

References:

Ethical Code of Conduct
Nepotism Policy
Gift Acceptance Policy

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