

**Responsive  
Childrens  
Supports Ltd.**

Policy Number: 2280

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Effective Date: January 1, 2016

Replaces: November 1, 2011

SECTION: PERSONNEL

TOPIC: CONFLICT OF INTEREST

**Intent:** To establish guidelines for agency directors, staff and volunteers aimed at preventing conflict of interest situations that may compromise:

1. The interests of clients served by the agency
2. The performance of employees
3. The reputation of the Agency
4. The financial status of the Agency

All employees, volunteers, directors and officers are expected to abide by the agency Code of Ethics and to conduct their activities in a manner that avoids entering into a position where their private or personal interests are in conflict with those of the Agency or its stakeholders.

Agency staff must disclose potential or perceived conflicts of interest in writing to the Executive Director. If a Staff is uncertain whether a specific activity would represent a conflict of interest, they will present all relevant information.

The Executive Director will give a written response. All written disclosures and responses will be documented and forwarded to the Personnel File.

A conflict of interest may be actual or real, perceived or apparent, foreseeable or potential. For example, a conflict of interest shall be deemed to exist for any agency employee who provides support to a client in more than one role and s/he receives, or may receive, confidential information about the client and/or his/her family and support networks as a result of that role(s). Another example of a conflict is when a director has an employment, investment or family involvement with an entity with which the agency is dealing.

In the event a potential conflict of interest is identified, adjustments in service provision may be implemented to safeguard the personal interests of the client, the professional responsibilities of the employee and/or the reputation of the agency. If such adjustments are not possible and conflict of interest continues, then the agency will terminate the employment/involvement of the individual.

**Reference** Supplementary Employment Policy 2290  
Employee Disciplinary Process Policy 2380  
Legal Guardianship/Trusteeship Policy 1040  
Code of Ethics Policy 3005