

## VOLUNTEER CONFLICT OF INTEREST POLICY

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### Overview:

Each of us has a responsibility to promote behaviors that support the mission, vision, and values of ASAAP. This policy aims to clarify ASAAP's expectations for all staff, board members and volunteers who may become involved in situations, which cause, or could potentially cause, a conflict of interest and/or a conflict of commitment.

The following is intended to provide guidance to all staff, volunteers and board members in order that the vast majority of perceived, potential or actual conflicts of interest / commitment are recognized and either avoided or dealt with fairly and expeditiously through appropriate disclosure and management. Early disclosure of a potential or actual conflict of interest or conflict of commitment is key to successful resolution of the matter.

A conflict of interest occurs when...

*someone has a personal interest, or incurs an obligation, in a client/organization transaction or professional activity, which is in substantial conflict with the proper discharge of duties and responsibilities, and in the best interest of ASAAP (or otherwise), affects the integrity and confidence in ASAAP, or appearance of the above.*

All employees, volunteers and Board members have a legal duty of faithfulness and honesty to ASAAP. A breach of this policy, or related policies, has the effect of eroding the trust and confidence in the integrity of ASAAP by the public (including clients and service users), as well as the confidence and trust necessary between ASAAP and its clients and employees. Sanctions will be applied following the principles of progressive discipline, recognizing that certain serious breaches may require more serious actions.

### Procedure:

We are expected to use good judgment to avoid situations that constitute a conflict of interest, or create the appearance of a conflict of interest.

### How to deal with a conflict of interest:

- a. Employees, board members and volunteers should not engage in any activity which creates for that individual a conflict of interest. Where there is doubt about a particular set of circumstances, they should discuss the situation with their Executive Director or designate prior to engaging in the activity under question.
- b. The individual must openly disclose a potential, real or perceived conflict of interest as soon as the issue arises and before the Executive Director or the Board (or any of its committees) deal with the matter at hand.

- c. If the Executive Director is unsure if they are in a conflict of interest position, they may choose to discuss it with the President, Committee Chair, Executive Committee or entire Board. The Executive Director, in consultation with Human Resources and/or the Board, will determine if a conflict exists or the appearance of a conflict exists.
- d. The Executive Director/designate and employee will agree on a course of action to monitor or avoid the conflict. The agreement will be in writing and kept in the employee's file. In the event that an agreement cannot be reached, the case will be referred to the Executive Director for resolution.
- e. The individual who has a potential conflict of interest must: abstain from participation in any discussion on the matter; shall not attempt to personally influence the outcome; shall refrain from discussing the matter with anyone other than the Executive Director.
- f. The disclosure and decision as to whether a conflict exists shall be duly recorded by the Executive Director and placed in the personnel file. If a potential conflict of interest exists at the Board level then it shall be recorded in the minutes of the meeting. The individual may be required to leave the meeting.

#### **Conflict of Interest Examples:**

The following examples are provided in order to illustrate situations that are usually considered to create a conflict of interest or the appearance of a conflict of interest. This is not however, an exhaustive list.

- a) Taking advantage of the professional relationship with any client in any manner which may result in the personal gain for the employee or their family / friends.
- b) Entering into a business contract with an organization in which the employee, a member of his/her immediate family, or an individual with whom the employee has a close personal relationship, has a personal interest.
- c) Purchasing or influencing the purchase of equipment or material for ASAAP from a company in which the employee, a member of his/her immediate family, or an individual with whom the employee has a close personal relationship, has a personal interest.
- d) Accepting significant gifts or special favors for personal gain from external organizations (with which ASAAP does business) with the exception of minor gifts or token courtesies (under \$20.00).
- e) Accepting significant gifts or special favors for personal gain from clients or potential clients with the intent of receiving enhanced care or access to programs/services.
- f) Presenting a work as one's own while failing to credit work of others.

- g) Gaining unauthorized access to privileged or confidential information such as client records, acquired as a result of the employee's position.
- h) Undertaking external consulting, professional or other activities which, by virtue of their time commitment, prevent the employee from fulfilling his/her obligations to ASAAP.

**Examples of Conflict of Interest involving a Board Member:**

- a) Any circumstance that may result in a personal or financial benefit to a director of his family, business associate or friend. This includes but is not limited to: Accepting any payment for services rendered to the agency, including contracted work or honorarium. Accessing financial or other resources for personal use i.e. transportation, training costs, supplies, equipment etc
- b) Personal interests which conflict with the interests of clients or are otherwise against the interests of the agency.
- c) Seeking, accepting or receiving any personal benefit from a supplier, vendor, or any individual or organization doing or seeking business with the agency.
- d) Being a member of the board or staff of another organization which might have material interests that conflict with the interests of the agency or its clients; and dealing with matters on one Board which might materially affect the other Board.
- e) Any involvement in the hiring, supervision, grievance, evaluation, promotion, remuneration or firing of a family member, business associate or friend of the director.
- f) Individuals who serve as directors on the same board with members of their family or others, with whom they have a personal or business relationship will be subject to an immediate perception of conflict of interest.