

## Conflict of Interest

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**Purpose** *To ensure the best interests of people receiving ASC services and to uphold the Vision, Mission and Principles of the Organization.*

**Policy Statement** *All employees and volunteers are expected to conduct their activities to avoid entering into a position where their personal interest might be in conflict with children or adults receiving services and or that of Accredited Supports to the Community.*

*Situations or relationships where there is potential for a personal or professional benefit that supersedes the best interest of the individuals served or the organization will be considered conflict of interest.*

*Conflict of interest situations may include but not be limited to:*

- *Direct or indirect fundamental interest in assets, leases, business transactions or professional services that may result in personal gain*
- *Recruitment of employees and volunteers*
- *Placement of children and adults in services*
- *Involvement in non-financial affairs including personal directives and guardianship*
- *Personal gain to an employee, volunteer or their family and friends*

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## **Conflict of Interest**

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### **Commencement**

- A) Upon commencement of employment, all employees and volunteers of ASC will be asked to sign a non-solicitation agreement and compliance to conflict of interest agreement.
  
- B) The agreements will be reviewed with the employee or volunteer and are a condition of employment.
  
- C) After the agreements are signed by the employee or volunteer, the employee or volunteer will receive copies of the agreements and copies will be maintained on the employees or volunteers file.

### **Employee and Volunteer Requirements**

All employees and volunteers are required to:

- Ensure that their interests do not supersede the interests of individuals receiving services from ASC
- Avoiding any personal gain to themselves or their family and friends
- Declare any conflict which may exist or potentially exist as it relates to ASC service delivery
- Not borrow money or belongings of individuals receiving services from ASC
- Decline any money, loans, or other items of financial value offered by an individual or their family
- Decline all offers of gifts from individuals receiving services or their family, except for token or personal mementos of no appreciable value (under \$20) on special occasions, e.g. birthdays, Christmas
- Decline requests to be appointed Trustee, Guardian, Executor or Power of Attorney for any individual receiving services from ASC unless under special circumstances. In such a circumstance, the employee or volunteer must inform the Executive Director and Area Program Director so the request can be reviewed and managed in an appropriate manner
- Decline requests to be involved in personal directives for individuals receiving services from ASC unless under special circumstances. In such a circumstance, the employee or volunteer must inform the Executive Director and Area Program Director so the request can be reviewed and managed in an appropriate manner
- Refrain from the sale of any item that results in the employee or volunteer’s personal gain (e.g. home party sales)
- All employees and volunteers are required to familiarize themselves with and abide by policies and procedures referencing conflict of interest situations.

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## **Compliance**

Conflict of interest situations will be handled as per:

- Recruitment Policies and Procedures
- Placement Policies and Procedures
- Non-solicitation Procedures
- Code of Ethics Policy and Procedures
- Corrective Actions and Disciplinary Policies and Procedures

## **Orientation for People Receiving Services**

People receiving services/guardians/families will be oriented to the Conflict of Interest Policy and Procedures through (but not limited to):

- Services Information Package
- Service orientation checklist for individuals/guardians
- Verbal communication

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