

CCHRSC'S HR TOOLKIT



TOOL: Conflict of Interest Policy

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[Insert your organization's name here]

CONFLICT OF INTEREST

Policy:

Employees are expected to devote their best efforts to _____ and the conduct of its affairs. We recognize the right of employees to engage in activities outside their employment which are of a private nature and unrelated to the work of our agency. However, you may not engage in outside work that will interfere with your primary job at _____ or that in some way creates a conflict of interest or a perceived conflict of interest with your work at the agency.

No work for a third party may be conducted during regular working hours and no _____ facilities, equipment or supplies may be used to conduct any outside activity.

Employees engaged in work outside the agency (a part time job, for example), who believe that their work might pose a conflict with their work at _____, must declare this possible conflict to their program director. Your director will consult with the Executive Director to ascertain if a conflict of interest exists and what, if any, steps must be taken.

Supervision of Own Children

As an employee of _____, you are permitted to enrol your child in any of the child care programs of the agency, space permitting. However, you are not allowed to supervise your own child (or your own step child, foster child or grandchild) nor are you normally allowed to supervise the child's teacher. All requests to enrol your child in a child care program of _____ must be reviewed by the Executive Director to determine if a conflict of interest or potential for a conflict of interest exists. The Executive Director has absolute discretion in all cases to determine whether care can commence or whether an employee's pre-existing child care arrangement can continue.

Relatives Working/Volunteering for the Agency

Relatives of employees of _____ may be hired by the agency but may not work in the same program or centre as the employee. At no time shall an employee be permitted to be the supervisor of a family member.

Family members of employees who wish to volunteer with _____ are subject to the same provisions. Exceptions to this provision may be made for short term special events at the discretion of the Executive Director.

Andrew Fleck Child Care Services agreed to share this document as a resource for the CCHRSC's HR Toolkit. Resources are provided for reference only. Always consult current legislation in your jurisdiction to create policies and procedures that meet the needs of your organization.