

Purpose

The Conflict of Interest Policy outlines the parameters of conflict of interest for employees and/or contractors of United Way.

Philosophy

Employees of the United Way of the Alberta Capital Region are expected to adhere to the highest standards of personal and professional integrity and shall protect the interests of the United Way. Personal gain shall not conflict with duty to United Way.

Responsibility

The president is responsible for final decisions on any potential or actual conflicts of interest. The Department Heads and Management are responsible for presenting a recommendation on any potential or actual conflicts to the president. Employees are responsible for declaring any potential or actual conflict of interest.

Guidelines

- If a potential conflict exists because of an employee's personal related interest in a matter, the employee shall advise their supervisor immediately.
- An employee shall be considered to have potential conflict of interest where he or she has a direct or indirect financial interest in a matter involving the United Way and where the employee could influence or appear to be able to influence any decision on that matter by the United Way. Examples include acceptance of personal gifts beyond moderate courtesy, purchasing decisions for personal gain, and/or written or public statements in conflict with United Way.
- Employees and related firms or suppliers are not precluded from selling goods, materials, or services to the United Way provided this activity is consistent with generally accepted competitive commercial practices.

A national organization agreed to post this policy on www.hrcouncil.ca as part of the HR Toolkit. Sample policies are provided for reference only. Always consult current legislation in your jurisdiction to create policies and procedures for your organization