

**MANAGEMENT GUIDELINES FOR  
CONFLICT OF INTEREST**

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COMMITTEE:	Human Resources Committee	PASSED:	24 September 2015
TOPIC:	Ethical Conduct	AMENDED:	
		REVIEW PERIOD:	As required.

**MANAGEMENT GUIDELINES**

The following guidelines are set out by way of illustration:

1. Employees must not engage in any outside work, be involved in any business or undertaking, or hold any property or interest, either personally or through a company or agent, which will or may be in conflict with their duties to the Library.
2. Employees must not accept any consideration or gratuity for advice given or materials prepared in connection with any application, submission, or proposal made to the Library.
3. Employees must not be a party to, or have an interest, direct or indirect, in any transaction or contract (other than a union agreement) to which the Library is a party.
4. Employees may participate in Library programs open to the public and may purchase Library property or goods offered for public sale.
5. Employees must not place themselves in a position where they are, or may be, under an obligation to any person who has a business or other dealings with the Library and would benefit from special consideration or treatment by employees.
6. Employees must not, in the performance of their duties, grant special consideration or treatment to any person or company unless authorized to do so by the Library Board, Library Director or Manager, unless the action constitutes a reasonable exercise of a discretion which is assigned to an employee's duties.
7. Employees must not accept money, property, gifts, gratuities or favours of any kind from persons or businesses having, seeking, or potentially seeking to have dealings with the Library. Employees shall immediately report to their Manager any offer received of such money, property, gratuity or favour.
8. Employees must declare a personal interest when representing themselves or on behalf of a charitable or non-profit organization before the Library Board or any of its committees.

9. Where an employee has an interest in a matter they are dealing with as a result of a membership in a club or organization, that employee should exclude themselves from making critical decisions or granting approvals.
10. Employees shall not use, or attempt to use, confidential information to attempt to obtain a benefit for themselves or anyone else.

Related Policies:

- REPORTING OF FRAUDULENT OR DISHONEST ACTS (B-FIN-09)
- SOCIAL MEDIA POLICY