

POLICY: **CONFLICT OF INTEREST**

POLICY #: **B-HR-14**

COMMITTEE: Human Resources Committee
TOPIC: Ethical Conduct

PASSED: 24 September 2015
AMENDED:
REVIEW PERIOD: As required.

PURPOSE

Public confidence in the impartiality, independence and integrity of the Library's employees is essential for the proper administration of the Library's affairs.

SCOPE

The Policy applies to all Library employees.

DEFINITION OF CONFLICT OF INTEREST

A "**Conflict of Interest**" refers to a situation in which private interests or personal considerations may affect an employee's judgement in acting in the best interest of their employer. It includes an employee using their position, confidential information, corporate time, materials or facilities for private gain or advancement, or the expectation of private gain or advancement. A conflict may occur when an interest benefits the employee, any member of the employee's family, friends or business associates.

Conflict of interest occurs when an employee is involved directly or indirectly in an activity, interest or association (other than a job-related professional association or labour union) which will or may influence their actions, recommendations or decisions in carrying out their duties as an employee of the Library. A conflict of interest arises where an employee's private interest affects the discharge of their duties with the Library. A conflict of interest can exist without wilful wrongdoing.

POLICY

To maintain public confidence, employees shall not participate in activities that will or may conflict with their obligations to the Library. Where an employee perceives a conflict exists, or is uncertain whether a conflict of interest exists, the employee must discuss the matter as soon as possible with a Manager before acting further.

Even when an actual conflict of interest does not exist, employees are expected to be careful of conduct which may give the perception of a conflict of interest.

Failure to meet the Library's requirements in relation to conflict of interest is considered to be a serious breach of the employee's obligations, which may result in discipline or dismissal.

RESPONSIBILITY

The Library Board is responsible for maintaining this Policy.

All Library employees are responsible for adhering to this Policy. Employees are responsible to be familiar with this Policy and to discuss any areas of doubt with their Manager.

Managers are expected to seek direction from the Director of Library Services where a question regarding this Policy arises.