

<b>CATEGORY:</b>	<b>Standards of Conduct</b>	
<b>Policy:</b>	<b>Conflict of Interest</b>	<b>Number: 8 - 40</b>
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This policy statement is adopted in principle from the City of Toronto Conflict of Interest and Confidentiality under chapter 192, Public Service, Toronto Municipal Code policy, and applies to all employees of Scadding Court Community Centre [SCCC] who are expected to conduct themselves with personal integrity, ethics, honesty and diligence in performing their duties for the organization.

The standards outlined in this policy are particularly relevant to employees who are in a position to make or influence decisions of the organization. Employees are required to support and advance the interests of the agency and avoid placing themselves in situations where their personal interests actually or potentially conflict with the interests of SCCC.

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 SCCC. It includes using an employee's position, confidential information or agency time, material or facilities for private gain or advancement or the expectation of private gain or advancement. A conflict may occur when an interest benefits any member of the employee's family, friends or business associates.

The rules and examples that follow do not exhaust the possibilities for conflict of interest, but they identify obvious situations covered by the policy.

#### *Preferential or Special Treatment*

Employees are not allowed to use their positions to give anyone special treatment that would advance their own interests or that of any member of the employee's family, their friends or business associates.

#### *Receiving Fees or Gifts*

Employees may not accept gifts, money, discounts or favours including a benefit to family members, friends or business associates for doing work that the SCCC pays them to do. The exceptions to this are promotional gifts or those of nominal value e.g., coffee mug or letter opener with the company's logo or the occasional lunch.

#### *Outside Work or Business Activities*

Employees may not engage in any outside work or business activity:  
(a) that conflict with their duties as SCCC employees;

(b) which use their knowledge of confidential plans, projects or information about SCCC; and

(c) that will, or is likely to, negatively influence or affect them in carrying out their duties as SCCC employees.

#### *Confidential Information*

Employees may not disclose confidential or privileged information about the property, or affairs of Scadding Court Community Centre, or use confidential information to advance personal or others' interests. Employees cannot divulge confidential or privileged information about the SCCC's employees without those employees' written authorisation.

#### *Financial Interest*

Employees who knowingly have financial interests in a SCCC contract, sale or other business transaction, or have family members, friends or business associates with such interests, must not represent or advise the organization in such transactions.

#### *Guidelines for Management and Professional Staff*

Some positions in the organization are more susceptible than others to conflicts of interest. The following two sections are specifically for executives, managers and employees who give professional advice or assistance, or who work on program policies or budgets. These sections also refer to employees in confidential positions working with the above mentioned staff.

1. Representing Others

Staff described in the paragraph above may not appear before the Board of Management on behalf of a private citizen other than himself/herself, his/her spouse, his/her parents, or his/her minor children, where the employee is either paid, or is involved in any way in the issue/policy.

2. Appointments

Staff who hold positions described above may not seek or accept appointment to a city committee or board and require permission from the Executive Director before accepting appointments to other municipal, provincial or federal commissions boards and committees. Staff who hold positions as board members on community agencies that deal with issues related to their work at SCCC or the City of Toronto, should inform the Executive Director of their appointments. When agency issues arise that place them in actual or potential conflict with city policy or procedures, they should declare a conflict of interest.

#### *Requirement to Report Conflict of Interest*

If employees or their family members, friends or business associates have a personal or financial interest that might present a conflict or bias in connection with their duties as SCCC employees, they must report this conflict in writing to the Executive Director.

### *Reporting a Conflict of Interest*

When an employee reports a conflict of interest to his/her manager/supervisor or designate in writing, a copy is forwarded to the Executive Director. If an employee alleges wrongdoing on the part of SCCC, its officers, employees, agents or contractors he/she should report this in writing directly to the Executive Director.

### *Failure to Comply With the Policy*

Employees who fail to comply with this policy are subject to disciplinary action up to and including dismissal and where warranted legal proceedings.

### *Implementation*

Managers and supervisors must make the policy available to all employees and must discuss the entire policy with their employees and highlight any of the rules that have particular relevance, given the nature of the employees' work. Managers and supervisors who need assistance interpreting rules and how they apply to specific situations must talk to their department director. Serious consequences may result from the contravention of this policy. Employees should check with management if they need assistance in interpreting whether a situation they have experienced or are confronting puts them in a conflict of interest situation.