



Conflict of Interest Policy for Employees and Volunteers

Employees and volunteers are expected to act in the best interest of HPIC in an objective and impartial manner and should not be controlled or restricted in carrying out their duties by any outside interests or connections (professional, business, volunteer, personal or other).

Conflict of Interest

An *actual* conflict of interest occurs when outside interests or connections (professional, business, volunteer, personal or other) influence one's ability to act with integrity, objectivity and independence in relation to his/her HPIC duties.

An *apparent* conflict of interest occurs when such factors may be perceived to or appear to influence one's ability to act with integrity, objectivity and independence in relation to one's HPIC duties.

A *potential* conflict of interest arises when one is aware that such factors, if acted upon, may influence the member's ability to act with integrity, objectivity and independence.

Definition of Interest

Acceptance of Favors: an employee or volunteer shall not demand, accept, agree to accept or offer, directly or indirectly, gifts, discounts, loans, services, or benefits from a person or corporation having dealings with HPIC.

Financial Interests: if an employee or volunteer directly or indirectly owns, is beneficially entitled to, or has an interest in any land, building, leases, mortgage, goods, services, or contract which is offered for option, sale, lease, or assignment to HPIC and/or persons receiving direct service from HPIC, the employee or volunteer shall disclose the situation to his/her supervisor or to the President.

Outside Activities: Whenever an employee or volunteer considers that he/she could be in a position of conflict with the interest(s) of HPIC he/she shall disclose the situation to his/her supervisor or to the President.

Public Appearances: an employee or volunteer shall not accept any fee for taking part in a public speaking engagement or a public radio/television performance to which he/she was invited as a direct result of:

- His/her position as an employee or volunteer; or
- His/her field of knowledge derived from his/her employment or relationship with HPIC.



Employee/Volunteer Responsibilities

It is the responsibility of each employee or volunteer to reflect, identify and disclose any actual, apparent or potential conflicts of interest and to adhere to HPIC policies and procedures to avoid conflicts of interest.

HPIC employees and volunteers are to report actual, apparent or potential conflicts of interest, regardless of whether or not the employee or volunteer derives benefit, to their supervisor for consideration and corrective action as required.

Resolution Authority

HPIC's President and CEO has the final decision to resolve conflicts of interest by such means as reallocation of work tasks or other actions as deemed necessary. Failure to disclose an actual and significant conflict of interest may be cause for dismissal.

Declaration

I, _____, do hereby confirm that I am not in conflict of interest between my personal interest and my duties as an employee or volunteer of Health Partners International of Canada.

Signature: _____ Date: _____