



Conflict of Interest Policy
Governance Policies & Procedures

Date Policy Written: **June 2006**

Review Date Scheduled: **December 2018**

Approved by the Board of Directors: **February 2019**

This policy applies to: **Staff** **Volunteers** **Board Members**

Definition

A conflict of interest in connection with employment or volunteering at Ovarian Cancer Canada, represents any situation where an individual's personal interest or the interest of family members, close friends, business associates, corporations or partnerships to whom the individual owes an obligation could influence decisions, could impair the individual's ability to act in the best interests of the organization or represent the organization fairly, impartially and without bias.

It is important to note that a conflict of interest exists even if there is only an appearance of a potential conflict.

Where a question arises as to a possible conflict of interest, the individual shall disclose the relevant information to the CEO or the Chair of the Board or Committee on which they serve, in the case of directors or committee members; or to the team leader in the case of staff or volunteers. Once a decision has been made by the Board or team leader as to whether she/he should withdraw from considering or participating in the matter, the individual shall abide by the decision.

An employee or volunteer shall be considered to have potential or actual conflict of interest where she/he has a direct or indirect financial interest in a matter involving Ovarian Cancer Canada and where the employee could influence or appear to be able to influence decisions in that matter.

Examples include acceptance of personal gifts beyond moderate courtesy, purchasing decisions for personal gain, and/or written or public statements in conflict with organization's mission or values.

A potential or actual conflict will also exist if an employee is in a position to influence work allocation, performance reviews or compensation of another employee with whom the first is in a relationship or is related to.

Related organizations or suppliers are not precluded from selling goods, materials or services to Ovarian Cancer Canada provided this activity is consistent with generally accepted competitive commercial practices and/or the organization's procurement policy.

If a potential conflict exists because of an employee's interest in a personal relationship involving another OCC employee or volunteer (including directors of the Board) the individual shall advise their team leader, CEO or the Chair of the Board immediately.

New Hire

Relatives of existing employees will not be hired or promoted where there is a potential for, or where a real conflict of interest exists through a reporting or supervisory relationship.

Hiring Committee

An employee may not sit on a selection committee when one of the candidates is a relative or close friend.

Situations that Develop

If a potential conflict could arise from an employee's interest in a personal relationship with another OCC employee, the employee shall advise her/his supervisor immediately.

Should two employees or volunteers become spouses during their employment and find themselves in a direct/indirect reporting relationship, one of the two employees will be given ninety (90) days to find an alternate employment, unless an alternate available position can be found at OCC for which the employee is qualified for and where there is no conflict of interest from a reporting relationship. OCC will make a reasonable effort to assist in the search for an alternate position.

OCC will consult with the two employees affected prior to determining who of the two will be seeking alternative employment.

Existing Conflict Situation

The moment any conflict of interest situation arises it must be brought to the attention of the team leader and HR for discussion, with a view to resolving the conflicts outlined in this policy.

Summer Students

Summer employment for the children of employees and volunteers is acceptable and encouraged provided there is no direct reporting relationship.

Note

OCC has the discretion to withhold employment/voluntarism, promotion, transfers and ultimately, has the right to terminate the employment/voluntarism of an employee/volunteer who finds herself/himself in a situation contrary to the organization's conflict of interest policy.