

SAMPLE: Conflict of Interest Policy

From Southern Ontario Library Services (SOLS) *Internal Policies & Procedures Manual*

As a public sector agency, SOLS must ensure that its activities are consistent with public interest. Conflict of interest is a matter of personal responsibility and integrity as well as conscience, service to the public and common sense. It calls for respect for confidentiality, consideration of professional ethics and conscientious behaviour.

Definition

Conflict of interest is defined as a conflict between a staff member's personal interest and his or her role within SOLS as a public agency. Conflict of interest may exist whether or not a monetary advantage has been or may be conferred on an individual and includes both actual and perceived conflicts. The identification of a potential conflict of interest will depend on the perceptions of the staff member involved and how his or her actions appear to others.

Pecuniary Interest

Direct monetary interest is one in which an individual staff member or his or her family could benefit from a decision while a larger group of people could not. The situation is not necessarily a conflict if the individual staff member is one of a larger group of people to benefit from the decision.

Employment of Immediate Family Members

SOLS may choose not to hire an individual who is the spouse (statute or common law), child or parent of a staff member. If an immediate family member is hired, a reporting relationship is not permitted with the current staff member.

Resolution

Perception, identification and disclosure of an actual or potential conflict is key to successful resolution. If a staff member has any concerns about potential conflict of interest situations, he or she is to discuss them with his or her supervisor or the Director of Operations.