

SAMPLE: Conflict of Interest Policy

From Magazines Canada, *Policy Manual*

Employees owe their first business allegiance to Magazines Canada and therefore, they must remain free of interest or relationships which are harmful or detrimental to Magazines Canada's best interest. Employees should avoid not only a real conflict of interest, but also the appearance of one which could tarnish their own or Magazines Canada's image. It is forbidden to use Magazines Canada's equipment and premises for personal or freelance purposes.

For example, Magazines Canada buys many goods and services from others, and some employees are involved in the selection of suppliers or in the purchasing of goods and services. When an employee or a near relative has a financial interest, direct or indirect, in a contract with, or in any sale or service to Magazines Canada, there may be a conflict of interest.

An employee who has or intends to assume a financial or other business relationship or supplementary employment with another organization should make full disclosure in writing of the circumstances to his or her supervisor. A decision will then be made as to whether a conflict of interest exists which is harmful to Magazines Canada. If it is, a decision will be made on the course of action to be taken in consultation with the CEO.

A policy on conflict of interest is required so that in the course of the range of dealings that the Association has with the general public, each and every employee will be aware of situations which may be harmful to him or her and the Association.