

	TOWNSHIP OF SOUTH STORMONT
	Title: Conflict of Interest
	Policy Category: Human Resources - Conduct
	Effective Date: January 26, 2022
	Revision:

Policy Statement

The Township of South Stormont (“**the Township**”) recognizes that employees are expected to conduct themselves with personal integrity, honesty, and diligence in the performance of their duties. The Township believes that employees must have clear guidelines to protect them against the potential conflict that may arise when their personal and / or private interests come into conflict with the interests they serve through their employment at the Township.

Purpose

This policy is established to ensure employees understand their obligations in avoiding any conflict of interest and reporting of a conflict of interest if one occurs.

Scope

This policy applies to all Township of South Stormont employees (including but not limited to full-time, part-time, students, volunteers, interns), contractors and consultants at all work locations.

Objectives

- To communicate to employees the Township’s standards and procedures to prevent the occurrence of a conflict of interest.
- To ensure employees protect themselves from persons who seek to gain benefits at their expense.

Policy

The Township of South Stormont expects employees to conduct business according to the highest ethical standards of conduct and to devote their best efforts to the interests of the Township. Business dealings that appear to create a conflict between the interests of the Township and an employee are unacceptable.

Responsibilities

Individuals shall avoid situations where their personal interests (including those of spouses, parents (including in-laws), siblings and children), financial or otherwise, conflict or appear to conflict with those of the Township.

Individuals shall not place themselves in positions where they are under obligation to any person who might benefit from special consideration or favour on their part or seek in any way to gain special treatment from them.

Directors are responsible for ensuring that employees are aware of this policy and understand its implications.

Procedures

Employees must report all conflicts of interest and potential conflicts of interests to their Supervisor or Director. If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, they should discuss it with their Supervisor or Director to obtain advice on the issue.

Directors must report all personal conflicts of interest and potential conflicts of interest to the Chief Administrative Officer.

While it is understood that employees may have employment outside of the Township of South Stormont, such employment must not conflict with the employee's responsibilities to the Township. The following are guidelines to moonlighting (or outside employment):

- Employees may not actively solicit business unrelated to their employment at Township of South Stormont while working for the Township;
- Employees may not involve themselves in areas of business at Township of South Stormont where they may have a conflict of interest (i.e. may not approve their own invoices, etc.);
- Employees must inform their Supervisor or Director to ensure that all conflict issues are addressed. The Director is to communicate with the employee to ensure that employees are aware that Township benefits (including WSIB) will not cover them in the event of an injury or accident while working elsewhere.

Definition

A Potential or Actual Conflict of Interest: Occurs in situations where an employee is in a position to make or influence a Township decision in such a way that it results in a personal gain for the employee or for an immediate family member (i.e. spouse or significant other, children, parents, siblings).

Potential conflicts of interest may arise when an opportunity or situation:

- prevents the employee from fully performing work for which they are employed to do at the Township;
- involves organizations that are doing or seek to do business with the Township, including actual or potential vendors or customers;
- violates provisions of law or the Township's policies or rules.

Monitoring and Compliance

All parties are required to comply with the procedures outlined in this policy. In cases of policy violation, the Township may investigate and determine appropriate corrective action.

Authority and Related Policies

Code of Conduct Policy and Confidential Information Policy

Contact

For more information on this policy, contact: Chief Administrative Officer