



POLICY MANUAL

Revised Policy No. 111

Section:	Administration
Title	Conflict of Interest

REASON FOR POLICY

To establish a standard of ethical conduct with respect to conflicts of interest in order to protect the interests of the North Vancouver Recreation & Culture Commission (NVRC).

The policy applies to all employees, volunteers and Commissioners of the NVRC.

POLICY

1. The community's confidence in the impartiality and integrity of NVRC employees, volunteers and Commissioners is essential for the proper administration of the NVRC's business. To maintain this confidence, employees, volunteers and Commissioners must not participate in activities, undertakings, interests or associations (potential, actual or perceived) that will or may conflict with their obligations to the NVRC.
2. A conflict of interest is a situation in which there is a discrepancy between a person's private interests and public obligations. Such competing interests can make it difficult to fulfill one's duties impartially. A conflict of interest exists even if no unethical or improper act results from it. A conflict of interest can create an appearance of impropriety that can undermine confidence in the person or organization.
3. A conflict of interest includes but is not limited to:
 - Using information gained through association or employment with the NVRC to one's personal advantage that is not available to the public;
 - Using one's position with the NVRC to gain an advantage or benefit for oneself or an organization/person with whom one may be associated;
 - Using NVRC equipment, materials or property for personal gain/use;
 - Accepting directly or indirectly gratuities, money, gifts, property, favours or rewards of any kind in anticipation of, or in appreciation of, a service provided in the normal course of one's duties or from any person, firm or corporation which is interested directly or indirectly, in any manner, in business dealings with the NVRC.

4. It is the responsibility of the employee, volunteer or Commissioner to declare any potential, actual or perceived conflict of interest.
5. Failure to meet the requirements of this policy is considered to be a serious breach of the obligations of an employee, volunteer or Commissioner and may result in discipline or dismissal.

AUTHORITY TO ACT

Authority to act is delegated to the Director of Recreation & Culture or, in the case of Commissioners, the Commission Chair.

Original Approval Date:	March 9, 1992	Approved by:	Commission
Amended:	November 8, 2007	Approved by:	Commission
Amended:	March 30, 2017	Approved by:	Commission