



North Vancouver Recreation & Culture Commission

POLICY MANUAL

Policy No. 111

Section:	Administration
Title	Conflict of Interest

REASON FOR POLICY

To protect the integrity and reputation of the North Vancouver Recreation and Culture Commission (NVRC) and its employees, volunteers and Commissioners.

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 (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 may not be limited to:
 - Using confidential information gained through association or employment with the NVRC to one's personal advantage;
 - 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;
 - Accepting directly or indirectly a gratuity, gift or reward in anticipation of, or in appreciation of, a service provided in the normal course of one's duties.
4. Employees, volunteers and Commissioners must immediately report any potential or actual conflict of interest to their immediate supervisor or to the Chair, whichever is appropriate.
5. In the course of meetings or activities, each person involved must disclose any interests in a transaction or decision where he/she or a person/organization with whom he/she is associated will receive or be perceived to receive a benefit or gain. After disclosure, that person will be asked to leave the room for the discussion and will not be permitted to vote on the question.
6. 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